

Vessel Traffic Service San Francisco



Standard Operating Procedures

Revised 05/14/2007

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Ch1



VMRS Reports and Associated Communications Procedures

VMRS Reports and Associated Communications Procedures

Section introduction

Overview This section explains the concepts and procedures associated with responding to VMRS reports.

Contents This section contains the following parts. Each part has its own contents block.

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Example wording Throughout this section you will be given example communications wording. Most examples are presented in the form of communications scenarios— dialogues between VTS and vessels.

These examples shall serve as wording guidelines for VTS personnel when formulating routine communications. VTS personnel shall attempt to structure communications in accordance with the guidelines.

VTS personnel shall always be prepared to improvise communications wording in cases where the situation diverges greatly from anything addressed in VTS manuals.

All example communications are in *italic typeface*.

Required wording Where specific wording is required the *italicized text is underlined*.

Part 1 VMRS Reports

Part introduction

Overview

This part contains the procedures for responding to each of the Vessel Movement Reporting System (VMRS) reports. It explains concepts and policies associated with those procedures.

Some of the procedures in this part contain sub-procedures that are given in later sections.

In this section

The following topics are discussed in this part.

Topic	See Page
Sailing Plan report procedures	3
Position report procedures	4
Sailing Plan Deviation/Amplification report procedures	6
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Sailing Plan report procedures

Procedure

A vessel calling VTS to make a Sailing Plan report initiates the following procedure.

Step	Action
Vessel: <i>"Traffic, this is Unit XX on the Hanjin Tokyo, over."</i>	
1	Start filling out the form using any already-given information. Document what you can before answering the call. Do not answer the vessel until you are ready to deal with the remaining incoming information.
1a	If you expect a lengthy delay direct the vessel to stand by.
VTS: <i>"Unit XX, Traffic. Stand by."</i>	
2	Answer the call.
VTS: <i>"Unit XX, Traffic. Go ahead, over."</i>	
3	The vessel reports its information.
Vessel: <i>"Traffic, this is Unit XX on the Hanjin Tokyo. We are preparing to get underway from B22 outbound for sea..."</i>	
4	Direct the vessel to provide any missed information.
VTS: <i>"Unit XX, Traffic. What is your draft? Over."</i>	
Vessel: <i>"Traffic, Unit XX. Our draft is 32 feet 4 inches. Over."</i>	
5	Fill out the form completely.
6	Perform a readback.
VTS: <i>"Roger. Unit XX on the Hanjin Tokyo preparing to get underway..."</i>	
7	Consider the Sailing Plan Decision Matrix before continuing. (See Appendix A) Factors on the Sailing Plan Decision Matrix must be recalled from memory and decisions must be made swiftly.
8	Perform a traffic report.
VTS: <i>"The tug Marin Twilight pushing one barge is..."</i>	
Vessel: <i>"Roger Traffic. I copy the Marin Twilight. Will call when underway."</i>	
9	Perform a traffic turnaround.
VTS: <i>"Roger. Break. Marin Twilight, Traffic. Did you copy Unit XX on the...?"</i>	
10	Launch the track and start the transit.

Position report procedures

Types of Position reports

There are two types of position reports. They are shown below in two separate procedure tables.

1. Procedure type 1 is a "last lines" call.
2. Procedure type 2 notifies VTS of a vessel's current position.

Procedure Type 1: Last lines

The vessel is now underway by the technical Rules of the Road definition.

Note: It is important to know ahead of time if the vessel will be proceeding directly out or turning off the dock or in a turning basin.

If the vessel is maneuvering off the dock or in a turning basin (as in this case):

- DO NOT perform a traffic report yet (unless absolutely necessary).
- DO NOT start the track on a standard route for tracks in SR-only areas.

Step	Action
Vessel: <i>"Traffic, Unit XX Hanjin Tokyo. Underway and starting our turn off the dock."</i>	
1	Respond to the call with the key phrase below.
VTS: <i>"Unit XX, Traffic. Roger. Out."</i>	
2	Edit the vessel's transit data as necessary. <ul style="list-style-type: none">• Record TIME and POSITION for SR-only areas.• Clear obsolete "preparing" information.
3	Reposition the track icon over the water area to show that the vessel is no longer preparing to get underway.

Continued on next page

Position report procedures, Continued

Procedure
Type 2: Position

The vessel is reporting its position. Notice the two scenarios below.

Step	Action
Scenario 1—Turn is completed and vessel is outbound:	
Vessel: <i>"Traffic, Unit XX. Hanjin Tokyo is turned around now and outbound for sea."</i>	
Scenario 2—Regular position update for a transiting vessel:	
Vessel: <i>"Traffic, this is Unit XX. Hanjin Tokyo is passing the UPRRB upbound for Stockton."</i>	
1	Respond to the call when ready.
2	Edit the vessel's transit data as necessary. <ul style="list-style-type: none">• Record TIME and POSITION for SR-only areas.• Clear obsolete information.
3	Provide VTS reports (readback, traffic report, traffic turnaround) if traffic conditions have changed since the previous Position report.
4	Update the track icon. <ul style="list-style-type: none">• Reposition the track to a more accurate position on the SR.• Update the track to another SR.• Assign the tracking radar.• Reposition a manual track.

Sailing Plan Deviation/Amplification report procedures

Facts

- Each vessel must report its Sailing Plan before entering the VTS area.
 - Each vessel must report to VTS when its Sailing Plan changes.
 - A vessel cannot be expected to come up with a complete Sailing Plan at the beginning of a lengthy voyage that will take the vessel through many decision points.
 - Each vessel must update VTS when new Sailing Plan information comes to light during its transit.
-

Explanation

A Sailing Plan Deviation/Amplification report (referred to hereafter as a Sailing Plan Deviation report) is any post-Sailing Plan report from a vessel that changes or adds to previously reported information.

Avoid splitting hairs: A routine Position report immediately becomes a Sailing Plan Deviation report if the vessel adds new transit information in the Position report.

In this case treat the Position report as a Sailing Plan Deviation report.

Example: *"Traffic, this is Unit XX Gaz Diamond at the Delta-Echo span. We'll be going west of the Alpha Buoy..."*

Procedure

- VTS shall respond to a Sailing Plan Deviation report exactly the same as for a Sailing Plan report.
 - Sequence and content of communications and reports for a Sailing Plan Deviation report are the same as for a Sailing Plan report.
-

Teamwork

VTS operators shall ensure that all traffic center personnel are advised of changes or additions to a vessel's Sailing Plan even though the changes are reflected on the graphic display.

Make sure all other operators understand and acknowledge the new information.

Think about other sector operators who may have been:

- transmitting on another radio channel
- looking at another chart window
- manipulating an on-screen form
- talking to the supervisor.

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Final report procedures

Explanation

A Final report indicates that a vessel is ending its transit and checking out of the VTS area at one of the following places:

- dock
- anchorage
- boundary of the VTS area.

After a Final report VTS is no longer obligated to track the vessel (except as necessary to carry out Federal Anchorage Administration duties for an anchored vessel).

Procedure

A vessel calling VTS to make a Final report initiates the following procedure.

Step	Action
<i>Vessel: "Traffic, this is Unit XX on the Tavi. We are all fast at the RLW and checking out."</i>	
1	Check the display to verify that the vessel is indeed exiting the VTS area. See Premature Final report procedures if vessel is not actually exiting the VTS area.
2	Respond to the call when ready. Note: Do not do a Read-back or Traffic Turnaround for Final reports.
<i>VTS: "Unit XX, Traffic. Roger. Out."</i>	
3	End the transit. (Close the transit record.)

Premature Final report

If a vessel makes a Final report before actually docking or crossing the VTS area boundary use the following key phrase to direct the vessel to call again later:

"Make a Final report when...(docked / at boundary)."

Anchoring vessels

Vessels making a Final report in an anchorage initiate another procedure with unique computer, decision, and communications specifications.

Part 2

Traffic Management Communications

Part introduction

Overview

This part contains the procedures for performing specific types of traffic management communications.

The procedures in this part are performed in concert with the VMRS communications procedures.

In this section

The following topics are discussed in this part.

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Traffic report procedures	11
What to report and when	13
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Managing the amount of information reported	
Traffic turnaround procedures	15

Readback procedures

Terminology

1. Standard order refers to the sequence in which VTS expects information from a vessel. The standard order for each type of VMRS user report is specified under the procedures for capturing Sailing Plan report information.
 2. Exempted vessels refer to those vessels identified in 33CFR161.23.
 3. NON-exempted vessels refer to those vessels identified in 33CFR161.16.
-

Purpose

Purposes for doing a readback report are:

- to paraphrase the vessel's intentions using standard terminology
 - to re-broadcast the vessel's intentions using VTS's powerful radio transmitter
 - to verify that VTS copied the information accurately.
-

When to do a readback

VTS shall always perform a readback report for Sailing Plan reports and Sailing Plan Deviation reports from the following vessels:

- all National VTS Regulations non-exempted vessels
- all vessels in areas of restricted visibility.

VTS may perform a readback any time the VTS operator feels that doing so will help clarify the situation.

VTS may perform a readback whenever necessary to verify received information.

In order to avoid unnecessary radio clutter, VTS shall avoid performing readbacks for Position reports and Final reports unless absolutely necessary.

How it flows together

Proceed directly with the readback immediately after a vessel **completes** the report.

Example:

Vessel: *"Traffic, this is Unit XX aboard the CS Nedlloyd preparing...and intend to use the deep draft route. Tugs on channel 7A, over."*

VTS: *"Roger. Unit XX, CS Nedlloyd preparing..."*

Do not use a call-up or transitional phrase like the one below at the beginning of the readback:

"Unit XX this is Traffic. Roger, understand you are..."

Continued on next page

Readback procedures, Continued

Incomplete reports

Do not read back an incomplete report. First get the missing information.

Communication procedures

Although strict adherence to the standard order is not always possible, VTS shall make every effort to adhere to the standard order when reading back information.

The example below demonstrates how to report a VMRS User POWER DRIVEN VESSEL 40+ METERS IN LENGTH only.

This example Sailing Plan report has information slightly out of order.

"Traffic, this is Unit XX on the Nedlloyd preparing to depart Berth 32. The ship's draft is 33 feet 9 inches. I intend to transit through the Delta-Echo span and the deep-draft route outbound for sea. Tugs on channel 7A."

Data elements in order of read-back...	Example VTS readback
1. Pilot ID	• Roger, Unit XX...
2. Vessel's name	• CS Nedlloyd...
3. Position	• preparing to depart Oakland 32...
4. Destination	• outbound for sea...
5. Deepest draft (tug or barges)	• draft 33 feet 9 inches.
6. Route	• Intends to transit Delta-Echo span Oakland Bay Bridge and DWTL.
7. Tug frequency (when using assist tugs)	• Tugs on channel 7A.

Note: The information is read back like a bulleted list rather than like a long sentence.

Leave out unnecessary phrases such as "aboard the", "and is", etc.

Traffic report procedures

How it flows together

After the readback, take a breath; then proceed directly into the traffic report.

Order of information

Report each pertinent VTS user's information in the standard order just as if you were reading back his/her Sailing Plan report.

The example below shows how to report a VMRS User POWER DRIVEN VESSEL 40+ METERS IN LENGTH only.

Data elements in order...	Example VTS traffic report
1. Pilot ID	• Unit YY...
2. Vessel's name	• CS Matsonia...
3. Position	• preparing to depart Oakland 30...
4. Destination	• outbound for sea ...
5. Deepest draft (tug or barges)	• draft 27 feet 3 inches.
6. Route	• Intends to transit Delta-Echo span Oakland Bay Bridge and WTL.
7. Tug frequency (when using assist tugs)	• Tugs on channel 77.

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Special Instructions

1. Draft: Omit draft from traffic reports if not pertinent to the report.
2. Tow Configuration & RNA Applicability: Never omit towing configuration and RNA applicability for towing vessels, regardless of their location or intentions.

Transition to next vessel

Transitioning from one vessel to another within the traffic report:

- Simply take a breath and put a natural pause between each vessel to be reported.
- Do not use transitional phrases like "followed by" or "also."

Negative report

When there is nothing to report at this time simply reply with the key phrase "Roger. Out." in place of the traffic report.

If the vessel questions you as to whether or not there is any traffic of concern use the phrase:

"There is no reported traffic (along your route / between you and...)."

Continued on next page

Traffic report procedures, Continued

Suspending the Traffic report When there is a lengthy delay between two vessels in the traffic report do not keep the microphone hot. Instead suspend the traffic report; continue it later.

Step	Action	What you say...
1	Suspend the traffic report.	<i>"Standby for additional traffic. Out."</i>
2	Take care of business.	Radio is silent.
3	Re-contact the vessel.	<i>"Unit XX, Traffic."</i>
4	Wait for the vessel to reply.	<i>"Traffic, Unit XX."</i>
5	Resume the traffic report.	<i>"Additional traffic—tug Sky preparing..."</i>

Radar targets VTS shall report single large radar targets (perhaps a non-participating required VMRS user) and shall report clusters of small radar targets.

Situation: VTS radar shows...	What you say...
<ul style="list-style-type: none"> a radar target apparently large enough to be a VMRS User (but perhaps not participating). 	<i>"Traffic's radar shows an unidentified target east of Quarry Point tracking in a southerly direction at approximately 12 knots."</i>
<ul style="list-style-type: none"> a cluster of small radar targets not believed to be associated with a known event. 	<i>"Traffic's radar holds a cluster of small, unidentified radar targets south of Alcatraz between P45 and P39."</i>
<ul style="list-style-type: none"> a cluster of small radar targets believed to be a known event. 	Report the Marine Event followed by: <i>"Traffic's radar holds a cluster of small radar targets south of Alcatraz between SFO 45 and SFO 49, believed to be this event."</i>

Splitting the traffic report If you are unable to see all of the pertinent traffic on your ODP display and the adjacent ODP isn't immediately set up to display the necessary area, split up the traffic report by suspending it and then handing it off to an adjacent sector operator.

Details are discussed in the procedures for sectorization.

What to report and when

Normal conditions

Following are some of the items that must be included in traffic reports under normal visibility conditions.

- Participating vessels and VMRS Users (positions, intentions, etc.)
- advisories (minimum-wake requests, special operations, etc.)
- marine events
- concentrations of radar targets (fishing or recreational vessels)
- unidentified radar targets deemed to be a potential hazard
- ATON discrepancies (just reported to VTS--not yet released in a BNM)
- uncharted hazards to navigation
- areas of restricted visibility
- regulatory hindrances to the transit (safety zones, etc.).

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Note: Exempted vessels (commuter ferries, escort tugs, etc.) and small non-exempted excursion vessels (dinner cruises, etc.) are not included in traffic reports under normal visibility conditions.

Low visibility

In conditions of low visibility (one nautical mile or less) VTS shall also report all radar targets which may affect a vessel's transit.

Ferryboats

See **Traffic Management Procedures for Ferries.**

What to report NOW

Use the following table as a guideline for deciding which items to include in a traffic report.

	Include this item if the mariner...
1	...must begin planning NOW for a possible close-quarters encounter with the vessel even if it is presently at a great distance. (Think of RNAs, known bottleneck areas, etc.)
2	...is expected to meet, cross, or overtake the vessel between now and the next anticipated traffic report.
3	...is expected to see (visually sight) a vessel between now and the next expected traffic report and you suspect that seeing the vessel might confuse the mariner (based on the other vessel's position and/or aspect) into believing that an encounter between the two vessels is possible.
4	...might alter his/her Sailing Plan NOW based on the reported waterway situation (even if the situation is far away).

Managing the amount of information reported

Facts

- Research suggests that people can effectively process and remember no more than seven (plus or minus two) pieces of information at one time.
- As the information increases in complexity the amount of information one can manage decreases.
- **One vessel's voyage information could easily consist of seven or more pieces of information.**

Avoiding over-reporting

- Don't necessarily report everything at once.
- Only report items that the vessel **MUST** hear about now.

	Consider reporting this item (or these items) later if ...
1	the vessel is at a great distance and its intentions are still unknown.
2	there is a long list of items to report and some of the items lower on the list can be reported just as safely in a future traffic report. Note: Great geographic distance between a report item and the vessel receiving the traffic report does not always disqualify an item from inclusion in a traffic report.
3	reporting this item makes the list so long that the mariner is likely to forget some items of more immediate importance.

Break up the traffic report

Break up a traffic report by directing the vessel to make a Position report at a specific point.

1. Report everything that may be an issue before the reporting point.
2. Direct (not request) the vessel to "call again" at a specific reporting point.
3. Use the vessel's next Position report as a prompt to report the remaining information.

Over-reporting due to unknown ETD

Situation: Over-reporting often occurs when a vessel makes a Sailing Plan report. This happens because VTS doesn't know how long the "preparations to get underway" will take; to be safe the VTS reports all of the encounter traffic at once. But much of the reported traffic may be clear by the time the vessel actually gets underway.

Solution: Ask the pilot for an ETD from the dock. Then reassess the traffic conditions based on that ETD before making a traffic report.

Traffic turnaround procedures

Explanation

The traffic turnaround ensures that all vessels that are included in a traffic report know about the vessel that they were reported to.

The traffic turnaround allows you to advise a group of vessels about the action of one vessel without having to call each vessel individually and issue a separate traffic report.

Whom to address

The traffic turnaround shall be addressed to every participating vessel or activity that was reported in the traffic report.

Note: Include marine events or special operations if it may result in the marine event or special operation taking action (e.g., delaying race start, ceasing operations temporarily).

Two occasions for a traffic turnaround

There are two occasions for a traffic turnaround:

1. after a vessel acknowledges VTS's traffic report;
2. after the readback of a position report if other vessels are planning their transits based on the progress of the reporting vessel.

Example (Unit XX is making a Position report.):

Unit XX: *"Traffic, Unit XX is at Pinole Shoal 7 and 8 and clear of the Pinole Shoal Channel. Over."*

VTS: *"Roger, Unit XX at PS 7 and 8, clear of the PSC. BREAK. Unit YY, Unit ZZ, Traffic. Did you copy Unit XX's position? Over."*

Continued on next page

Traffic turnaround procedures, Continued

Communication procedures

Scenario: The steps in the procedure table below begin after VTS reads back Unit ZZ's Sailing Plan report.

Notice how the traffic turnaround flows right in with VTS's response to Unit ZZ in the transition between steps 1 and 2.

Step	Action
1	VTS performs a traffic report and the vessel acknowledges.

VTS: "Unit XX—Tavi, preparing to depart RLW, bound for sea. Tugs on 7A. Unit VV—Arco Juneau, just underway at Arco Richmond, bound for the RLW. Tugs on 77. Tug Anna Foss pushing a barge passing Ferry Point bound for Foss Tug Richmond. Over."

Unit ZZ: "Roger Traffic, I copy Unit XX, Unit VV, and the Anna Foss. Over."

2	VTS acknowledges then proceeds directly with collective call.
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Traffic turnaround → **VTS:** "Roger. BREAK. Unit XX, Unit VV, Anna Foss, Traffic. Did you copy Unit ZZ? Over."

3	Each of the vessels replies.
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Unit XX: "Unit XX copies."

Unit VV: "Traffic, Unit VV copies."

4	VTS re-calls any vessels that did not reply.
---	--

VTS: "Tug Anna Foss, Traffic. Did you copy Unit ZZ? Over."

Tug: "Traffic, Anna Foss. Negative. I didn't copy."

5	VTS repeats information.
---	--------------------------

VTS: "Anna Foss, Traffic. Unit ZZ on the..."

Appendix A

Sailing Plan decision matrix

Explanation Here are some of the factors that must be considered before starting every transit.

Importance You must consider the Sailing Plan decision matrix before giving the traffic report and particularly before finishing the transit-starting process (before launching the track).

This is important for two reasons.

1. Certain track information is not visible once the track is launched.
2. Sometimes it is safest to prevent a vessel transit from starting in order to prevent an unsafe situation from developing later in the transit.

What to consider The following are immediate concerns that may affect the start of the transit.

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Ask yourself the following questions	
1. Is the vessel prohibited from getting underway or from entering the VTS area (e.g., COTP HOLD)?	
2. Are there special transit concerns associated with the vessel (e.g., SIV, HAZMAT, etc.)?	
3. Is the vessel's ETD within either five or 15 minutes (depending on what type of vessel it is)? (33 CFR 161.19)	
4. Is there an immediate safety concern (as in 33 CFR 161.11[b]) that would prohibit the vessel from getting underway or from entering the VTS area?	
5. Will the vessel's estimated time of departure conflict with advance notification requirements (e.g., one-hour notice required for passage)?	
6. Is there a possibility for an RNA encounter based on the vessel's estimated time of departure?	
7. Is there a safety or prohibited zone along the vessel's route?	
8. Is the destination dock occupied by a vessel that is not scheduled to depart in time to make vacancy?	
9. If the vessel's destination is a federal anchorage do the vessel's intentions conflict with the anchorage's restrictions?	

Results If the answer to any of the questions in the matrix above is YES, VTS shall consider directing the vessel to remain outside the VTS area, to remain at anchor, or to remain at the dock.

Appendix B

General radiotelephone procedures

**Future
appendix**

This appendix will contain interpretations and examples of general Coast Guard and industry standard radiotelephone procedures. It will also contain specific do's and don'ts.

The first version of this section will be released without this appendix. Change One should contain this appendix.

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Ch2



Regulated Communications Procedures

Regulatory Communications Procedures

Overview The following handout explains the concepts and procedures associated with performing regulatory communications at VTS San Francisco.

Contents In this document the following topics are discussed.

Topic	See Page
Traffic management continuum	2
Regulatory decision matrix	4
Apparent intent to deviate procedures	5
Deviation request procedures	6
Grant a deviation request procedures	7
Deny a deviation request procedures	8
Safety Signal broadcast for deviation	9
Apparent intent to deviate case-specific communications	11
Unsafe speed procedures	12

Example wording

Throughout this document you will be given example communications wording. Most examples are presented in the form of communications scenarios—dialogue between VTS and vessels.

These examples shall serve as wording guidelines for VTS personnel when formulating routine communications. VTS personnel shall attempt to structure communications in accordance with the guidelines.

VTS personnel shall always be prepared to improvise communications wording in cases where the situation diverges greatly from anything addressed in VTS manuals.

All example communications are in *italic typeface*.

Required wording

Where specific wording is required the *italicized text is underlined*.

Traffic management continuum

Explanation

The traffic management continuum is not a single four-stage process but rather four distinct processes.

The following table briefly explains each process in the traffic management continuum.

Process	Explanation
Monitoring	Using VTS surveillance and radios to keep track of traffic in the VTS area.
Informing	Eliminating surprises by disseminating information about navigational situations to active (those communicating with VTS) and passive (those just listening to VTS) users.
Recommending	Serving as an extension of the vessel's bridge team by offering suggestions or alternatives in various navigational situations.
Directing	Issuing an order to (a) vessel(s) by the authority and responsibility delegated in the Oil Pollution Act of 1990.

Two discrete VTS roles

VTS has a dual role with respect to merchant shipping.

On one hand: Due to VTS's integrated wide surveillance capability we can provide the mariner with information beyond the ability of his/her on-vessel navigational team to acquire. Based on information available to us VTS can also make recommendations to the mariner. It is important to understand, however, that VTS recommendations are issued without much knowledge of the vessel's on-scene conditions and that acceptance of VTS recommendations by the vessel is subject to evaluation by the on-vessel navigational team.

On the other hand: The Oil Pollution Act of 1990 requires that VTS give directions to vessels if necessary to prevent a navigational disaster.

Continued on next page

Traffic management continuum, Continued

Keeping the distinction clear

There should never be a blurry line between VTS's execution of the two roles outlined above. It should always be clear to the mariner when VTS is serving as a member of the team and when VTS is issuing a compulsory order.

How to keep it clear

1. Use the term recommend when VTS is offering the mariner a suggestion, as would any other member of the vessel's bridge team. This term does not mean that VTS is leading to a direction or is politely issuing a direction.
 2. When you intend to issue a direction simply state the desired outcome.
 3. Never use the term request unless you are relaying the words of another station (e.g., "...and Unit XX requests you stay clear of the channel...").
-

Common types of directions

The following table illustrates some common types of directions.

Type of direction	Example wording
Position reports	"Call again at the Golden Gate Bridge..."
Vessel-to-vessel communications	"Establish communications with Unit XX on channel 13..."
Make passing arrangements	"Make passing arrangements with Unit XX on channel 13."
Compliance with regulations	"Adhere to the 15-knot speed requirements set forth in the RNA regulations."
Hold at the dock	"Do not get underway until..."

Regulatory decision matrix

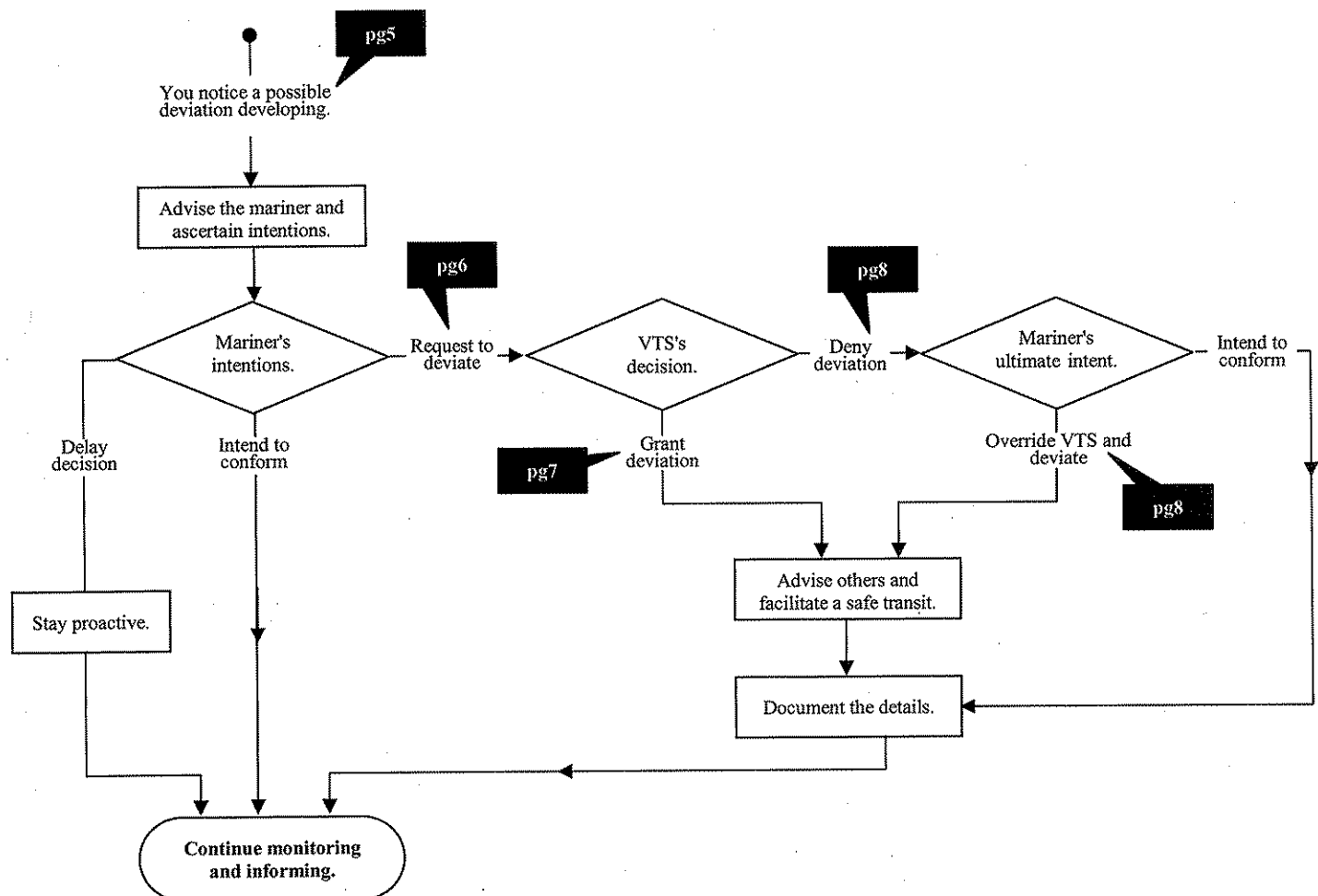
Process diagram

The following flowchart shows the overall decision process associated with the enforcement of rules and regulations.

Many cases will involve only part of the process.

Communication guidelines

The flowchart statement that is flagged with a page number has an associated VTS communications guideline.



Apparent intent to deviate procedures

Potential deviation

Intent to deviate is apparent when you notice that something out of compliance with a regulation is about to take place. Indications may include:

- a vessel's vector points toward a wrong lane
- you overhear through bridge-to-bridge communications intentions that are contrary to an existing rule.

Without exception...

- Address an apparent intent to deviate early. Do not allow a deviation situation to develop beyond a vessel's point of no return.
- Demand a clear statement of intentions from the vessel as early as possible.

Procedure

When it is apparent that intent to deviate exists proceed as follows.

Step	Action	What you say
1	Contact the mariner and state VTS's observation.	VTS: <i>"Tug Kitty, Traffic. Traffic's display shows your vessel <u>may be</u> heading eastbound into the Westbound Traffic Lane."</i>
2	Ascertain the mariner's intentions.	VTS: <i>"<u>Do you intend to comply with the RNA regulations by using the Eastbound Traffic Lane?</u> Over."</i>

VTS's further actions will depend on how the vessel answers the question in Step 2.

3a	Mariner intends to comply.	VTS: <i>"Roger. Out."</i>
3b	Mariner requests to deviate.	(See Deviation Request procedures.)

Deviation request procedures

Wording

The phrase "safety-related reason" is key terminology in the vessel's request for a deviation. When the vessel uses this phrase it means the vessel operator believes that the SAFEST course of action is to proceed in accordance with the request.

Procedure

Perform the following steps when a vessel requests a deviation from a regulation.

Step	Action	What you say
1	Vessel articulates a deviation request. Note: Don't expect perfect request wording from the vessel.	Vessel: "... We'd like to go outbound south of Alcatraz, using the inbound traffic lane."
2	Read back the deviation request.	VTs: "Understand you request to deviate from the RNA and would like to transit westbound in the Eastbound Traffic Lane."
3	Get the safety-related reason if one was not already given.	VTs: "What is your safety-related reason?" Vessel: "It looks like we will meet Unit XX (another vessel) in the DWTL..."
4	Evaluate the safety-related reason.	
5	Option: Provide an amplifying traffic report if there is information that is pertinent to the mariner's plans.	VTs: "... VTS radar shows a large concentration of sailing vessels between Presidio Shoal and Pier 39."
6	Allow the vessel to reply with updated intentions based on the new information.	Vessel: "...Roger, I still think it will be safer to go westbound in the ..."
7	GRANT or DENY the deviation.	(See Grant a deviation request procedures or Deny a deviation request procedures.)

Timeliness

Supervisors must ensure operators respond promptly to deviation requests.

Supervisors must prepare operators to grant or deny deviation requests on their own during periods when the supervisor isn't available to give immediate guidance.

05/14/2007

Grant a deviation request procedures

Wording The phrase *"Deviation granted. Proceed in accordance with your request to..."* is a key phrase when granting a deviation. Always use this wording.

Procedure Perform the following steps to grant a deviation request.

Step	Action	What you say
1	Advise the vessel that the deviation is granted.	VTs: <i>"Deviation granted. Proceed in accordance with your request to..."</i>
2	Restate (read back) the intentions.	<i>... transit westbound in the Eastbound Traffic Lane."</i>
3	Deliver a Traffic Report to the vessel.	
4	State the radiotelephone proword "BREAK".	VTs: <i>"Break."</i>
5	Deliver a safety signal (securité) broadcast on channels 14 and 16.	(See scripted procedures elsewhere.)
6	State the radiotelephone proword "BREAK".	VTs: <i>"Break."</i>
7	Perform a traffic turnaround.	
8	Document the deviation using VAM: REG REMARKS.	

All concerned parties must agree

Example case: An inbound vessel (just over 1600 tons—a small RNA vessel) is in the DWTL bound for B60 Oakland. There are two large vessels preparing to get underway from Oakland Outer Harbor outbound for sea. The inbound vessel is granted a deviation to enter the Oakland Harbor RNA regardless of the positions of the outbound vessels.

If granting a deviation to one vessel affects the RNA decisions of another vessel ensure that all concerned vessels have made passing arrangements in accordance with the deviation plans.

When performing the traffic turnaround advise all concerned parties. If you are unable to reach one of the concerned parties direct the deviating vessel to either make contact with the other vessel(s) or adhere to the regulations.

Small vessels

When giving traffic reports and traffic turnarounds for deviations be especially conscious of small vessels—small radar targets—and other non-VTS users. These vessels are the most likely to be caught off-guard by a large vessel transiting in a manner contrary to regulation(s).

Deny a deviation request procedures

Wording The phrase *"Deviation denied. Traffic requires that you comply with [the regulation] ..."* is a key phrase when denying a deviation. Always use this wording.

Overriding intent In the procedure below Step 4b addresses a vessel's **OVERRIDING INTENT** to deviate from a VTS direction.
A vessel will only take such action when the captain believes that doing so will be safer than complying with VTS's direction. In this case VTS shall not debate the situation and shall aid the vessel in facilitating a safe transit.

Procedure Perform the following steps to deny a deviation request.

Step	Action	What you say
1	Advise the vessel that the deviation is denied.	VTS: <i>"Deviation denied. Traffic requires that you comply with the RNA regulations..."</i>
2	State VTS's requirements.	<i>...and transit westbound through the Deep Water Traffic Lane."</i>
3	Ascertain the vessel's intentions.	<i>"What are your intentions, over?"</i>

After VTS denies a deviation the vessel will either:

- agree to **COMPLY** and follow the regulation(s) or
- disagree with VTS and **OVERRIDE** VTS's direction to comply.

4a	If the vessel agrees to COMPLY continue to monitor the vessel's progress. End of procedure.	VESSEL: <i>"Intend to adhere to the RNA regulations and use the Deep Water Traffic Lane outbound."</i>
4b	If the vessel intends to OVERRIDE VTS's direction and deviate continue on as if you had granted the deviation. Aid in facilitating a safe transit.	VESSEL: <i>"For the safety-related reason stated earlier intend to proceed in accordance with my request and transit Westbound in the Eastbound Traffic Lane."</i>
5	Deliver a traffic report to the vessel.	
6	State the radiotelephone proword "BREAK".	VTS: <i>"Break."</i>
7	Deliver a safety signal (securité) broadcast on channels 14 and 16.	(See scripted procedures elsewhere.)
8	State the radiotelephone proword "BREAK".	VTS: <i>"Break."</i>
9	Perform a traffic turnaround.	
10	Document the transit using VAM: REG REMARKS.	

Safety Signal broadcast for deviation

-
- Purpose** VTS makes the broadcast to alert vessels that
- are non-VMRS Users and so will not be included in a traffic turnaround;
 - are not VTS Users and so may not be listening to channel 14;
 - may have been on a working frequency when the deviation was discussed on channel 14.
-

Channels Perform this safety signal broadcast on VHF-FM channels 14 and 16.

The broadcast The following table shows the Safety Signal broadcast broken down and explained.

Part	What you say
Preamble	<i>"Securité, securité, securité. Hello all stations. This is United States Coast Guard Vessel Traffic Service San Francisco."</i>
Pilot and vessel	<i>"Unit XX on the container ship Star..."</i>
Location	<i>"...is at Blossom Rock..."</i>
Destination	<i>"...outbound for sea."</i>
Situation (see examples)	<i>"The ship will transit westbound in the Eastbound Traffic Lane, going south of Alcatraz."</i>
Closing	<i>"This is United States Coast Guard Vessel Traffic Service San Francisco. Out."</i>

Continued on next page

Safety Signal broadcast for deviation, Continued

Wording for various situations

Consider the following wording for describing various situations.

Situation	What you say
Meeting, crossing, or overtaking in an RNA	"... <i>The two ships will meet in the DWTL.</i> "
Contrary move	"... <i>The ship will transit eastbound in the Westbound Traffic Lane going south of Harding Rock and north of Alcatraz Island.</i> " Note: Always use the official names when referring to routes and lanes but don't hesitate to include geographic reference points to help clarify the route of the vessel.
Speed limit	"... <i>The ship will transit from North Ship Channel Alpha Buoy to the Richmond San Rafael Bridge at approximately 20 knots through the water.</i> "
Engine requirements	" <i>The ship will transit from the Golden Gate Bridge to Anchorage 9 with the engine in the sea-steaming fuel mode. This means the vessel may be unable to quickly change the engine speed.</i> "

Apparent intent to deviate case-specific communications

Explanation	<ol style="list-style-type: none">1. The <u>advisory</u> is how you might address your concerns to the vessel.2. The <u>extra explanation</u> is how you might explain the regulation or requirement to the vessel to avoid confusion.
Encountering where forbidden	<p>Advisory: <i>"Tug Victor, Traffic. Traffic's display indicates you may (meet, cross, overtake) the tanker Tavi in the DWTL."</i></p> <p>Extra explanation: <i>"The RNA regulations prohibit such a (meeting, crossing, overtaking) because both vessels are over sixteen hundred gross tons and one is a tank vessel."</i></p>
Contrary move	<p>Advisory: <i>"Tug Victor, Traffic. Traffic's display indicates you may be heading westbound into the Eastbound Traffic Lane."</i></p> <p>Extra explanation: <i>"Since your vessel is over sixteen-hundred gross tons the RNA regulations require that you proceed in the general direction of traffic flow."</i></p>
Exceeding 15 knots in an RNA	<p>Ask the vessel: <i>"Motor vessel Alpha, Traffic. What is your speed through the water?"</i></p> <p>Extra explanation: <i>"Since your vessel is over sixteen hundred gross tons the RNA regulations require that you not exceed 15 knots through the water."</i></p> <p>Note: If necessary perform the procedures in Unsafe Speed Procedures.</p>
Pinole Shoal Channel draft	<p>Advisory: <i>"Tug Victor, Traffic. Traffic's display indicates you may be heading into the Pinole Shoal Channel with a reported draft of 14 feet."</i></p> <p>Extra explanation: <i>"Since your draft is reported to be less than 20 feet the RNA regulations prohibit you from entering the channel."</i></p>
Union Pacific Railroad Bridge	<p>Advisory: <i>"Unit XX, Traffic. Traffic's display indicates you are heading toward the Union Pacific Railroad Bridge lift span with visibility at the bridge reported to be less than one-half mile."</i></p> <p>Extra explanation: <i>"Since your vessel is over sixteen hundred gross tons you are prohibited from transiting through the Union Pacific Railroad Bridge with visibility at the bridge reported at less than one-half mile."</i></p>

Unsafe speed procedures

Speed limits

In all of the San Francisco Bay Region RNAs the speed limit for a LARGE VESSEL is 15 knots through the water.

Outside of the RNAs there is no "posted" speed limit.

Throughout the VTS area vessels must comply with Rule 6—Safe Speed and navigate at a speed safe for the conditions.

If VTS believes that a vessel is proceeding at an unsafe speed for the conditions, regardless of the vessel's position VTS shall take action.

Directing speed

If VTS believes that a vessel is going at an unsafe speed for the conditions VTS may direct a vessel using the following wording.

"Slow to the slowest possible safe speed."

VTS shall never direct a specific speed.

INCORRECT: *"Slow to 5 knots."*

VTS's speed measuring

Due to the inherent limitations of land-based radar VTS radar shall be used to detect vessel speed but vessels shall be directed to provide a speed report before VTS takes action.

If the vessel's report severely conflicts with VTS radar VTS shall use the following wording to advise the vessel.

"Traffic's radar indicates approximately X knots over the ground. Do you concur?"

Continued on next page

Unsafe speed procedures, Continued

Procedure When you believe that a vessel is going at an unsafe speed for the conditions perform the following procedure.

Note: The vessel's communications are omitted from the example procedure below.

Step	Action	What you say
1	Ascertain the vessel's speed through the water.	VTs: <i>"What is your speed through the water?"</i>
2	Ascertain the on-scene current direction and speed.	VTs: <i>"What is your approximate water-current direction and speed?"</i>
3	Ask vessel for on-scene visibility or advise vessel of special traffic conditions.	VTs: a. <i>"What is your visibility?"</i> b. <i>"Traffic's radar shows a concentration of small craft..."</i>
4	Ask vessel if it believes that the reported speed is safe.	VTs: <i>"Do you consider X knots through the water a safe speed considering [the conditions]?"</i>

If a vessel believes its speed to be safe VTs has two options:

- a. Perform a SAFETY SIGNAL BROADCAST to aid in facilitating a safe transit.
- b. DIRECT THE VESSEL TO SLOW.

5a	SAFETY SIGNAL BROADCAST: VTs is concerned about speed and conditions.	VTs: <i>"...The motor vessel XX is passing Main Ship Channel 7 and 8 outbound for sea and is reportedly going 17 knots through the water. Visibility is reportedly one-quarter mile in the area. All vessels in the area are advised to keep a sharp visual and radar lookout and contact the vessel on channel 13 if necessary..."</i>
5b	DIRECT THE VESSEL TO SLOW: VTs believes the vessel's speed is unsafe.	VTs: <i>"Slow to the <u>slowest possible</u> safe speed."</i>

Revised 05/14/2007

Revisions and Changes

List Following is a list of revisions and changes.

Date	Page	Subject and Block Label
05/14/2007	6	Deviation request procedures - Timeliness

VTSSan Francisco Training

Regulatory Communications Procedures

Revised May 14, 2007

Ch3



ODP Mechanics

ODP Mechanics

Introduction

Overview

This section contains the procedures for setting up the ODPs for traffic management.

In this section

This section covers the following topics.

Topic	See Page
Setting up the ODP	1
Logging out of the ODP	3
Radar subscribing procedures	4
Opening chart windows	5
Recalling a stored map into a chart window	6
Making windows pannable	7
Radar video activation procedures	8
Overlay activation procedures	9
Standard routes activation	10
Re-coloring standard routes	11
Digital nautical chart (DNC) profile selection	12
Multiple workspace procedures	13
Appendix A Display parts and functions	14
Appendix B Window widgets	15
Appendix C Special ODP terminology	16

Setting up the ODP

Procedure

Perform the following steps when logging in to an ODP from the DII COE screen.

Step	Action								
1	<p>Log in at the DII COE log-in screen.</p> <table border="1"> <tr> <td>a.</td><td>Enter the Name and press [Enter].</td></tr> <tr> <td>b.</td><td>Enter the Password and press [Enter].</td></tr> </table> <p>Note: Name and password must be typed in lower case. Also, spaces, backspaces, tabs, etc. will cause login to fail.</p>	a.	Enter the Name and press [Enter].	b.	Enter the Password and press [Enter].				
a.	Enter the Name and press [Enter].								
b.	Enter the Password and press [Enter].								
2	<p>Log in at the sector log-in window.</p> <table border="1"> <tr> <td>a.</td><td>Enter the Username and press [Tab].</td></tr> <tr> <td>b.</td><td>Enter the Password.</td></tr> <tr> <td>c.</td><td>Select (click on) "1-VTSSF" under the heading CGVTS Login sector.</td></tr> <tr> <td>d.</td><td>Push OK.</td></tr> </table>	a.	Enter the Username and press [Tab].	b.	Enter the Password.	c.	Select (click on) "1-VTSSF" under the heading CGVTS Login sector.	d.	Push OK.
a.	Enter the Username and press [Tab].								
b.	Enter the Password.								
c.	Select (click on) "1-VTSSF" under the heading CGVTS Login sector.								
d.	Push OK.								
3	<p>Continue setting up the ODP by opening the left eye system chart job-aid and following its instructions.</p> <p>On the Main menu bar select Chart > [which] sector > [sector] Left eye > System chart</p>								

In the job aids

The procedures called for in the on-screen job-aid are discussed in the following pages.

1. Subscribing to radars.
2. Opening chart windows.
3. Recalling a stored map into a chart window.
4. Making a window pannable.
5. Activating standard routes.
6. Re-coloring standard routes.
7. Activating overlays.
8. Digital nautical chart profile activation.

Default settings

Each ODP must be set up initially and remain set up in accordance with the default settings stated in the job-aids and in this Operational Procedures Manual.

Logging out of the ODP

Why log out?

Occasionally you will log out of the ODP in order to clean up the ODP's file systems and reset the ODP's memory buffers.

1. **Preventative maintenance:** Doing routine, scheduled log-outs will improve ODP performance and will prevent some known system problems.
2. **Problem solving:** Some unpreventable known problems (forms locking up, display freezing, etc.) can only be resolved by logging out of the ODP.

Procedure

Partial Log-out

Perform the following steps to do a partial log-out (a system cleanup) of an ODP.

Note: A partial log-out cleans up many of the computer file systems without the delays associated with a complete log-out. Recovery from a partial log-out is much faster than from a complete log-out.

Step	Action
1	On the Main Menu Bar select Sector > Logoff > (push) OK. <ul style="list-style-type: none">• Note: Sector Summary closes.
2	Push the System Exit button in the CG VTS LOGIN SCREEN. <ul style="list-style-type: none">• All radars will unsubscribe on that ODP.
4	When the Logout Confirmation box appears, push CANCEL LOGOUT. <ul style="list-style-type: none">• CG VTS LOGIN SCREEN sits waiting on the screen.
5	Log back in via the CG VTS LOGIN SCREEN.
6	Re-subscribe to radars.
7	Activate radar in each chart window as appropriate.

Procedure

Complete Log-out

To log all the way out to DII COE, in Step 4 above (Partial Log-out) push CONTINUE LOGOUT instead of CANCEL LOGOUT.

Doing this will bypass Steps 5 and 6 and will log the ODP out the DII COE.

Note: Recovery from a complete log-out takes much longer than from a partial logout.

Radar subscribing procedures

Explanation Subscribing to a radar site on an ODP makes that site's video available to all chart windows on the ODP.

Procedures Perform the following steps to subscribe a radar to an ODP.

Step	Action																				
1	<p>Open the Radar Image Control window.</p> <p>Radar > Radar Image Control .</p> <div><table><thead><tr><th>RADAR NAME</th><th>CENTER</th><th>RANGE</th><th>SUBSCR</th></tr></thead><tbody><tr><td>1_PSP</td><td>37:57:44N 122:28:24W</td><td>8.00</td><td>ON</td></tr><tr><td>3_PSP</td><td>37:57:44N 122:28:24W</td><td>8.00</td><td>ON</td></tr><tr><td>4_HRI</td><td>38:04:10N 122:15:05W</td><td>8.00</td><td>ON</td></tr><tr><td>7_YBI</td><td>37:08:35N 122:21:55W</td><td>12.00</td><td>ON</td></tr></tbody></table><div><div>SUBSCRIBE</div><div>UNSUBSCRIBE</div><div>EXIT</div></div></div>	RADAR NAME	CENTER	RANGE	SUBSCR	1_PSP	37:57:44N 122:28:24W	8.00	ON	3_PSP	37:57:44N 122:28:24W	8.00	ON	4_HRI	38:04:10N 122:15:05W	8.00	ON	7_YBI	37:08:35N 122:21:55W	12.00	ON
RADAR NAME	CENTER	RANGE	SUBSCR																		
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4_HRI	38:04:10N 122:15:05W	8.00	ON																		
7_YBI	37:08:35N 122:21:55W	12.00	ON																		
2	Select the desired radar site.																				
3	<p>Push the Subscribe button.</p> <ul style="list-style-type: none">The word “NO” will change to “YES” under the “SUBSCR” (subscribe) column for the site that you selected. This means that the radar successfully subscribed.																				

Opening chart windows

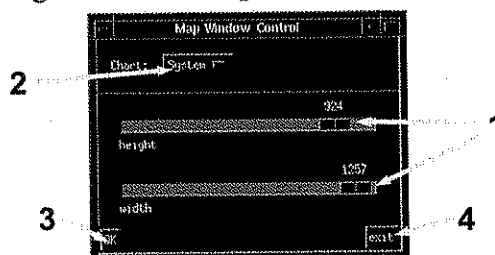
Procedures

Perform the following steps to open a chart window.

Step	Action
Always open the system chart on the left eye first.	
1	Activate the job-aid for the chart window. On the Main menu bar select Chart > [which] Sector > [which] Eye > [which] Chart Note: The job-aid positions its chart window automatically and lists set-up procedures for that window.
2	Activate the Open Charts dialogue box. On the Main menu bar select Chart > Open Charts
3	Select the chart window that you wish to open. In the Open Charts dialogue box select System > [select chart window from list]
4	Set the height and width sliders to the dimensions in the job-aid.
5	Push OK to open the chart window.
6	Make the chart window pannable per job aid instructions.

Diagram

The following diagram shows the parts of the Open Charts dialogue box.



Part	Function
1. Dimensions sliders	<ul style="list-style-type: none"> Readout indicates height and width in pixels. Note: The Chart Window Dimensions pop-up gives dimensions in the opposite order (width by height). Readout changes as you move the slider. Slider can be nudged one digit at a time using the [Left-arrow] and [Right-arrow] keys.
2. Chart list button	<ul style="list-style-type: none"> System is up by default. Push System for the list.
3. OK button	Push to open the chart window after adjusting settings.
4. Exit	Push to exit the Open Charts window without opening any chart window.

Recalling a stored map into a chart window

Procedures

Perform the following steps to recall a stored map into a chart window.

Step	Action
1	Open the Stored Maps dialog box. Map options > Stored maps .
2	Double-click on the name of the desired stored map. <ul style="list-style-type: none">• The stored map will appear in the chart window.

What's stored with a Stored Map?

The following parameters are stored with the stored map.

1. center point for the charted area
2. width of the charted area
3. radar site video to display
4. radar site colors
5. overlays to activate
6. VPF features to activate.

Relation to chart scale

A stored map is defined as a center point and a width. By choosing the size of the chart window into which you recall the stored map, you determine the scale at which it is displayed.

Map Control Warning

If you see the prompt below when you recall a stored map, it means that the stored map includes radar input but the subject radar isn't subscribed to on this ODP.

MAPCONTROL WARNING: THE FEATURE IS NOT IN THE DATABASE
AND CANNOT BE DRAWN

-OK-

To correct this problem, simply subscribe to the subject radar; then recall the stored map again.

Making windows pannable

Explanation	VTS uses pannable chart windows to save room on the display screen while permitting viewing of sufficient area.
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Procedures	Perform the following steps to re-size a chart window.
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Step	Action
1	Open the chart window.
2	Recall the appropriate stored map into the chart window.
3	<div>If the chart window is larger than the space allotted for it on the display, proceed with this step. Click and drag the bottom window border to the desired height dimension.<ul style="list-style-type: none">• The chart window dimensions pop-up shows the changing dimensions.</div>

Note: The image scale does not change when you re-size the chart window. You are simply cropping the displayed image. The computer processor still sees the entire image.

Radar video activation procedures

For default settings

To activate the default radar video settings for a chart, follow the steps to recall the default stored map into that chart. Remember that radar video settings are stored with the stored map.

Procedure

If you want to activate non-standard radar video in a chart window, perform the following steps.

Step	Action
1	Open the Features in [chart window name]—default mode window dialog box from the chart window menu bar. Map Options > Features
2	Select the desired radar site name and push the Edit button.
3	Click the color selection box and select a color from the pop-up menu. <div data-bbox="634 919 1153 1299" data-label="Image"> </div>
4	Click the OK button.
5	Exit the Features in [chart window name]—default mode window dialog box.

Overlay activation procedures

Individual chart window

Overlays must be activated in each chart window where you desire to see the overlay—activation doesn't carry over from one chart window to another.

Procedures

Perform the following steps to activate an overlay.

Table 1—Activating the overlay


Step	Action				
1	Open the Overlay window. Map Options > Overlays				
2	Click on the overlay you wish to activate.				
3	Right-click inside the Overlay window to activate the pop-up menu.				
4	Select Activate from the pop-up menu.  Choose NO in the ANSWER PLEASE "Recall Overlay Map" dialogue box.				
5	Does the activated overlay appear to be missing segments? <table border="1"> <tr> <th>Yes</th><th>No</th></tr> <tr> <td>Go to Step 6 and activate all of the overlay's segments.</td><td>Click EXIT to close the Overlays dialogue box.</td></tr> </table>	Yes	No	Go to Step 6 and activate all of the overlay's segments.	Click EXIT to close the Overlays dialogue box.
Yes	No				
Go to Step 6 and activate all of the overlay's segments.	Click EXIT to close the Overlays dialogue box.				

Table 2—Activating individual segments of an overlay.

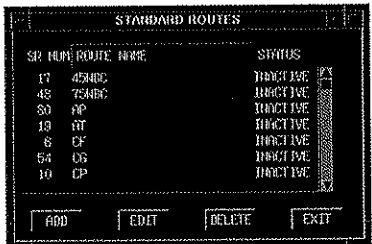

6	Double-click on the overlay name in the list. • The Overlay Editor window will appear.
7	Locate and select the de-activated overlay segments.
8	Activate the pop-up menu.
9	Select Activate from the pop-up menu and push OK. • The missing overlay segments should appear on the chart window.
10	Push OK.
11	Push the EXIT button to close the Overlay window.

Standard routes activation

Standard routes (SRs) are activated through a chart window menu; however, activating SRs applies to every chart window on the ODP.

Procedure

Perform the following steps to activate the default standard routes.

Step	Action
1	<p>Open the Standard Routes dialog box. Map Options > Standard Routes</p> 
2	Right click and pick SELECT ALL from the pop-up menu.
3	<p>Right click and pick ACTIVATE from the pop-up menu.</p> <ul style="list-style-type: none"> The color selection dialog box will open.
4	<p>Select Black in the color selection dialog box. Then push OK.</p>  <ul style="list-style-type: none"> The dialog box will close itself when the routes are done activating.
5	Exit the Standard Routes dialog box.

Re-coloring standard routes

Explanation Standard routes can be re-colored while they are active.

Procedure Perform the following steps to re-color an active standard route

Step	Action
1	Select Map Options from the Chart Window menu bar.
2	Select Standard Routes from the pull-down menu.
3	Stretch the Standard Routes window length wise so that you can see the majority of the standard routes.
4	Select the standard routes that you desire to re-color.
5	Right-click inside the Standard Routes window to activate the pop-up menu.
6	Select CHANGE COLOR from the pop-up menu.
7	Select the new color from the Color window.
8	Press OK. <ul style="list-style-type: none">• The selected standard routes will change color.• The Color window will disappear.
9	Press EXIT to close the Standard Routes window.

Digital nautical chart (DNC) profile selection

Warning!



NEVER perform any functions anywhere within the Vector Display window other than those functions specified in the procedures below. Doing so—even just clicking in the window—can permanently damage the chart profiles.

Procedures

Perform the following steps to load a VPF Feature profile.

Step	Action
1	Activate the Vector Display window. Map Options > VPF Edit .
2	Activate the Profiles menu; then select the desired profile.
3	Push the Apply button to check your changes without closing the Vector Display window— <u>OR</u> skip to step 4. Note: Once you have pushed the Apply button you cannot cancel your action by pushing the Cancel button. You must reload the correct profile to return the chart window to its previous VPF Feature settings.
4	Push the OK button to apply the changes and instantly close the Vector Display window.

Terminology

1. The charts on VTS's ODP screens are called Digital Nautical Charts (or DNCs).
2. Vector Product Format (or VPF) is a system used for digitizing graphics such as the charts on VTS's display screens. Technically, they are "vector charts."
3. VPF Features (also known as "chart data" or "chart features") are digital chart markings such as aids to navigation, buildings, land and shoreline, and port facilities (docks, etc.).
4. A profile is a file of selected VPF Features. In creating the profile the user configures the features—setting the color, texture, and other qualities to be shown on screen. For example, one profile might include land and shoreline colored gray, selected buoys in green and red, and the trans-bay BART tunnel as a dashed line.
5. The Default DNC is the DNC profile normally used on VTS's ODPs.
6. The VPF Editor is the computer program that is used to create, change, and select profiles on VTS's system. (It can also be used to display VPF Features without using a profile.)

Multiple workspace procedures

Explanation	Each monitor contains two “workspaces.” A workspace is equivalent to a computer desktop. Each workspace can contain one or more windows.
--------------------	--

Immediately after log in	Immediately after log-in, the left monitor comes up in workspace two and contains all of the ODP “utility” windows. You must jump to workspace one before opening any chart windows in the left eye.
---------------------------------	--

The right monitor comes up in workspace one by default.

Note: Make sure all utility windows (two windows and one icon) have opened in the left eye before jumping to workspace one in the left eye.

Workspace ONE	The following windows must always occupy workspace ONE: <ul style="list-style-type: none">• all chart windows• UTDC.
----------------------	---

Changing workspaces	Move the pointer to the desired ODP monitor; then strike the [Workspace] hot key to jump back and forth between the two workspaces. Remember, each monitor has two workspaces. However, there is no on-screen label showing you which workspace you are in.
----------------------------	--

Moving windows	Perform the following steps to move a window to another workspace.
-----------------------	--

Step	Action
1	Position the pointer over the window's title bar.
2	Right-click with the mouse. <ul style="list-style-type: none">• A pop-up menu will appear.
3	Select OCCUPY WORKSPACE from the pop-up menu. <ul style="list-style-type: none">• The Select Workspace window will appear.• The name of the current workspace will be highlighted.
4	Select the opposite workspace from the list.
5	Select OK. <ul style="list-style-type: none">• The subject window will disappear from the current workspace.

Which workspace am I in?	Your current workspace is always highlighted in the list in the Select Workspace window.
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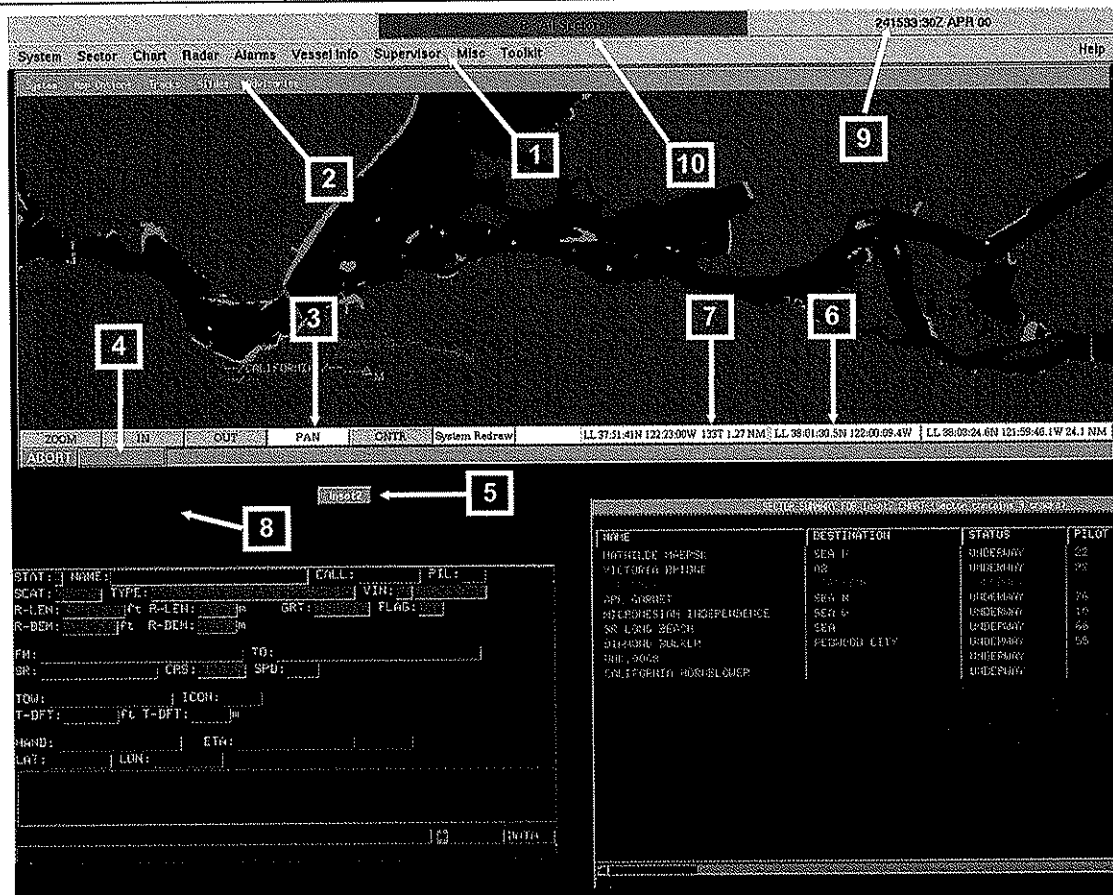
Appendix A

Display parts and functions

List

The illustration below shows one display eye with the parts annotated.

Part	Description	Function
1	Main Menu Bar	Menu items that apply to the whole system.
2	Chart Window menu bar	Menu items that apply only to that chart window.
3	PAN button	Turns the pointer into a "hand" symbol which you use to shift the chart image around in its frame. Note: Do not push any of the other buttons here.
4	Re-draw indicator	Shows a thermometer-like bar indicating the status of a chart window re-draw. Moves from left to right.
5	Icon	This is a window that has been "shrunk" to take up little display space but is still stored in the computer memory; it will reappear instantly if you double-click on the icon.
6	Lat/Long display	Shows the latitude and longitude of any point chosen.
7	Brg/Rng display	Shows the bearing and range from any selected point.
8	Background	Blank area on which windows sit.
9	Date and time readout	Shows the date and time. Click to change the format of the readout from LOCAL to GMT.
10	Sector status	Shows which sector the ODP is logged into.




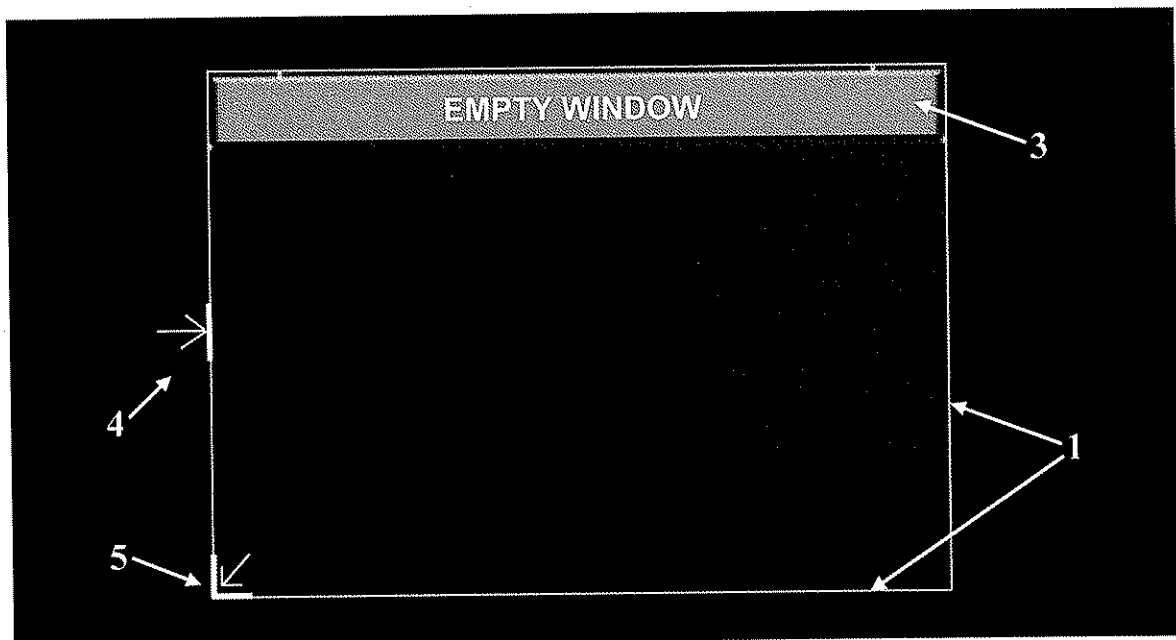
Appendix B

Window widgets

List

The table and illustration below describe the window manipulation controls. A chart window is used in the example. All windows have the controls discussed here.


Part	Description	Function
1	Window border	Click and drag to re-size window. Highlighted when window is hot (has the focus).
2	Close Box	<p>Window control menu activated by right-clicking on a window's title bar or border.</p> <p>Touch the window border with the mouse arrow and the mouse arrow will look like below.</p> <div style="text-align: center;">  </div> <p>Now you can right-click to activate the Close box.</p> <div style="float: right; border: 1px solid black; padding: 5px; text-align: left;"> <p>Restore Move Size Minimize Maximize Lower Occupy workspace Occupy all workspaces Un-occupy workspace Close</p> <p style="text-align: center;">Close Box</p> </div>
3	Drag Bar (Title Bar)	Click and drag to move the window around on the display. Highlighted when window is hot (has the focus).
4	Resizing along one axis	Mouse pointer looks like this when you touch the left, right, top, or bottom axis alone. Click and drag to resize along the one axis—i.e., in one direction.
5	Resizing from a corner	Mouse pointer looks like this when you touch a corner. Click and drag to resize along the two axes simultaneously.



Appendix C

Special ODP terminology

Terminology There are specific terms associated with the ODP.

Term	Description
Window	A window is a rectangular area on the screen that is enclosed by borders. It may contain a picture, an interactive “form,” or a list.
Focused or “has the focus”	The window that is currently active and highlighted; the hot window.
Workspace	This is equivalent to a computer desktop. It can contain one or more windows.
Click	To quickly depress and release the left mouse button.
Double-click	To click (left mouse button) twice in rapid succession.
Right-click	To click with the right mouse button.
Center-click	To click with the center mouse button.
Drag	To click down and hold a mouse button while moving the mouse.
Button	This is a digital picture that looks like a depressible button. You activate it by clicking on it.
Pop-up menu	<p>Right-click in certain types of windows to activate a pop-up menu. The menu pops up next to the pointer. Select one of the menu items by dragging the pointer onto the menu item.</p>  <p>Sector summary pop-up menu (size exaggerated)</p>
Sticky menu and non-sticky menu	A sticky menu stays on the screen after you release the click. A non-sticky menu requires that you hold the click down while selecting a menu item.
Hot key	A keyboard key (sometimes labeled) or combination of keys pressed together that performs a specific function. Hot keys usually take the place of a function that can be done by clicking on the graphic display.

Ch4



Sectorization COMP

Sectorization

Introduction

Overview This section contains the procedures for sectorizing watch operations.

In this section This section covers the following topics.

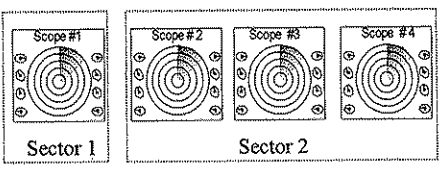
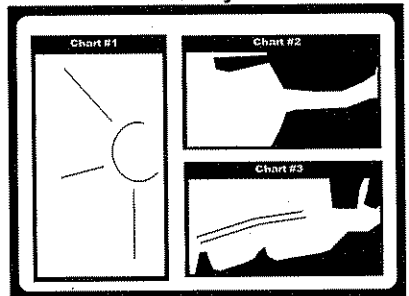
Topic	See Tab
Explanation of Sectorization	2
Flexible Sectors	3
Sector operator responsibilities	5
Hot spots for the Ocean-Delta sector operator	9
Hot spots for the Bay Left sector operator	11
Hot spots for the Bay Right sector operator	14
Display continuity between ODPs	15

Explanation of Sectorization

Definition A *sector* is an area of traffic management responsibility. *Area* may be a geographical region or it may be a type of track, a type of radio call, or some other conceptual device.

Goal The goal of a sectorization plan is to divide the VTS watchstanders' workload so that each sector operator is able to spend the maximum time possible closely monitoring the tracks and managing the traffic in his/her sector without being overloaded.

Flexible Sectorization The use of computerized VTS equipment makes flexible sectorization possible. The following table compares NON-flexible sectorization to flexible sectorization.

NON-flexible Sectorization	Flexible Sectorization
<p>Geographic sector boundaries are dependent on what areas the side-by-side Operations Center radar repeaters cover.</p> <p>Example:</p> 	<p>Any geographic area or combination of geographic areas can be displayed on one ODP using multiple windows.</p> <p>Example (Note: Only ONE ODP monitor shown below.):</p> <p style="text-align: center;">Left Eye</p> 
<p>Sectorization is exclusively based on geographic boundaries. VTS system limitations prevent the easy sharing of track information.</p>	<p>Sectorization can be based on things such as track type (e.g., ferry vessels), type of report (e.g., Sailing Plan Sector). All sector operators have access to all important track information from all tracks in the VTS system.</p>

Flexible Sectors

Factors

Each of VTS San Francisco's sectors is defined by two factors.

Factor	Explanation	Significance
Geographic Area	Portion of the VTS area of responsibility for which the sector operator is responsible.	ODP is configured to provide optimum coverage of the sector's geographic area at optimum scales.
Tracks of interest	Specific types of tracks (e.g., all ferry tracks, all anchored tracks) under the responsibility of the sector operator.	Tracks making similar types of reports, operating in a specific manner, or possessing similar tracking characteristics are grouped together for ease of management.

Value to VTS

VTS San Francisco's sectors are flexible. That is, sector operators' responsibilities (geographic area or tracks of interest) can change when situations change.

See the following examples.

Situation	Flexible Option
Few vessels throughout VTS area.	One sector operator can expand his/her geographic area and/or handle a wider spectrum of vessel types.
Many vessels throughout the VTS area.	Track management workload can be divided along logical sector boundary lines or according to vessel types.
Many vessels in a limited part of the VTS area.	Sector operators' responsibilities can be quickly divided in order to redistribute the workload. Note: Watch supervisors can anticipate increases in traffic and plan to use flexible sectorization accordingly.
Special operation or emergency affecting a limited geographic area.	One sector operator can be assigned to focus attention on the operation or emergency while another sector operator is managing tracks in and around the limited geographic area.
Sudden burst of radiotelephone traffic within one sector.	Upon request a second sector operator can temporarily pick up the overflow traffic, then return track management responsibilities to the original sector operator.

Continued on next page

Flexible Sectors, Continued

**Information
Sharing**

Sector operators must be able to see the positions of and report information about tracks outside of, but significant to traffic in, their sectors.

Sometimes a sector operator must defer part of a traffic report to another sector operator in order to ensure that a vessel gets up-to-date information about all significant traffic.

Also, when vessel type is the primary factor in a sector's definition and its geography overlaps that of another sector, all sector operators who are sharing that geographic area must be able to report all information about all tracks in the geographic area, even for the tracks not under their direct management.

Sector operator responsibilities

Terminology

Managing a vessel track means to do the following. (This is not a complete list.)

1. Respond to the vessel's Sailing Plan report and start the track's transit.
2. Respond to the vessel's Position reports and adjust track position.
3. Respond to the vessel's Sailing Plan Deviation reports and edit route information.
4. Ensure that the track icon position is always representative of the vessel's position.
5. Report all traffic of interest to the vessel.
6. Report all navigational hazards to the vessel.
7. Project the vessel's position to prevent unsafe or illegal situations.

Geographic areas

The following table describes each sector's geographic area.

Notice that the Bay Left and Bay Right sectors share the same geography.

Sector name	Geographic area
Ocean & Delta	The navigable waters: 1. (Ocean) west of the COLREGS Demarcation line to the outer limits of the VTS area; 2. (Delta) east of New York Point.
Bay Left	All navigable waters between the COLREGS Demarcation line and New York Point.
Bay Right	

Continued on next page

Sector operator responsibilities, Continued

Track (traffic) management

Each sector operator is responsible for performing specific traffic management functions within his/her geographic area of responsibility.

It is each sector operator's duty to ensure that all traffic under his/her management is properly accounted for.

The traffic management duties are listed below.

Notice that although the Bay Left and Bay Right sectors share the same geography, each has unique track responsibilities.

Check marks appear in the columns on the right underneath the heading for the sector operator that is responsible for that traffic management duty.

Duty	Ocean Delta	Bay Left	Bay Right
1. Manage vessel tracks of all power-driven vessels 40 meters in length or more.	✓	✓	
2. Manage vessel tracks on all towing vessels 8 meters in length or more.	✓	✓	
3. Manage vessel tracks on all passenger vessels certificated to carry 50 or more passengers for hire.	✓		✓
4. Manage vessel tracks on all NON-VMRS users that are actively participating with VTS.	✓		✓
5. Maintain a watch on all anchored vessels.	✓	✓	
6. Initiate advisories.	✓		✓
7. Manage information displayed on all marine events.	✓		✓
8. Perform the Offshore Vessel Traffic Advisory.	✓		

Continued on next page

Sector operator responsibilities, Continued

Managing the workload

Specific duties, types of tracks, and geographic areas are assigned to each sector operator in order to ensure that all tracks and areas are accounted for.

An individual sector operator may become overwhelmed by a sudden influx of calls or by one particularly difficult call. Or VTS equipment casualties may disable one sector operator's ODP, making him/her unable to answer radio calls.

In any case, sector operators must work together and must stand ready to re-distribute the workload on the fly whenever necessary.

Understand that VTS San Francisco's flexible sectorization plan must remain flexible. You must be ready to bend the proverbial "sector boundary" (whether it be geographic or track/duty related) as necessary to get the job done.

Following are some examples of ways sector operators can flex the sector boundaries in order to assist each other in maintaining the traffic picture.

Scenario	Solution
Ocean & Delta sector operator is performing the Offshore Vessel Traffic advisory. Bay Left sector operator hears a ship call and make a Position report from the Delta area.	Bay Left sector operator: <ol style="list-style-type: none"> 1. responds to the vessel; 2. copies the time and position in the vessel's VDC (by opening the VDC from the Sector Summary since s/he does not have charts covering the Delta); 3. directs the vessel to stand by for a traffic report.
Bay Right sector is inundated with successive ferry calls and the Ocean-Delta sector operator overhears the Port of SF Divers calling VTS for a minimum-wake request at Pier 9.	Ocean & Delta sector: <ol style="list-style-type: none"> 1. confers quickly with Bay Right sector; 2. directs divers to call traffic on channel 12; 3. initiates the advisory.

Continued on next page

Sector operator responsibilities, Continued

Managing the workload (continued)

Scenario	Solution
The time is 0743 (two minutes before the Offshore Sector Vessel Traffic Advisory) and the Ocean-Delta sector operator notices several vessels approaching reporting points. The operator expects several Position reports during the OVTA.	The Ocean-Delta sector: <ol style="list-style-type: none">1. asks Bay Left to respond to the Position reports if they come in during the extended traffic advisory;2. de-selects the channel 14 radio before starting the broadcast to avoid the radio distraction during the broadcast.

No one sector operator should ever approach the envelope of overload alone. Anticipate “spikes” in workload and establish definitive plans well ahead of time to deal with these spikes.

Hot spots for the Ocean-Delta sector operator

List

The following tables show some hot spots where the Ocean-Delta sector operator must pay close attention to cross-sector traffic management.

Table 1—Concerns for vessels in the Bay

If an inbound vessel...	think about...	because ...
is approaching the Main Ship Channel...	<ul style="list-style-type: none"> outbound traffic south of the Oakland Bay Bridge... outbound traffic between the Echo Buoy and the Richmond Bridge... 	the vessels might encounter each other in the DWTL.
is approaching the east end of the Main Ship Channel...	traffic that will be outbound in the Central Bay...	the vessels might encounter in the Golden Gate Precautionary Area.
	minimum-wake requests in the Central Bay...	the vessel might need to plan speed reductions ahead of time.
	concentrations of radar targets in the Central Bay...	the vessel may base Central Bay lane intentions on such early information.
is approaching the COLREGS Demarcation Line...	outbound traffic approaching the Golden Gate Precautionary Area...	this is a potential area for close-aboard or confusing encounters.
	a vessel at the destination berth scheduled to depart but not checked in...	the inbound pilot needs as much time as possible to make contingency plans.
	a vessel departing Oakland....	they may meet in the Oakland Harbor RNA.
	a vessel departing Richmond....	they may meet in the Richmond-Southampton Shoal RNA.
states Central Bay lane intentions...	conferring with the Bay Sector operator about the information...	all outbound encounter traffic must be advised of the inbounder's lane intentions.

Continued on next page

Hot spots for the Ocean-Delta sector operator, Continued

List (continued)

Table 2—Concerns for vessels approaching the Delta area

If a downbound vessel...	think about...	because ...
is approaching New York Point...	upbound vessels between San Pablo Strait and Carquinez Bridge...	the vessels might encounter in the UP RRB RNA or in a narrow channel.
	visibility conditions at the UP RRB...	downbound vessels require this information for making RNA decisions.

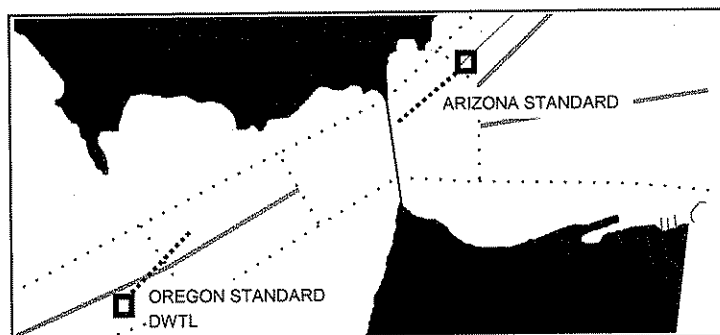
Hot spots for the Bay Left sector operator

List

The following tables describe areas where the Bay Left sector operator must pay close attention to cross-sector traffic management.

Table 1—Concern with vessels approaching from the ocean

If a vessel is...	think about...	because ...
preparing to depart a dock in the Central Bay or south San Francisco Bay outbound for sea...	traffic between the Offshore Pilot Area and the COLREGS Demarcation line...	the vessels might encounter in the central Bay.
	conferring with the Ocean & Delta sector operator about the new outbounder's Sailing Plan information ...	the inbounders must be kept abreast of the outbounders' intentions.
approaching the Golden Gate Precautionary Area outbound...	traffic that is approaching the COLREGS Demarcation line inbound and the associated approach angles [see diagram below]...	an inbounder's inclination to transit toward the northern part of the precautionary area must be detected and reported early, especially in restricted visibility.



Concern with vessels' approach angles

Continued on next page

Hot spots for the Bay Left sector operator, Continued

List (continued)

If a vessel is...	think about...	because ...
approaching the Golden Gate Bridge outbound...	traffic between the Offshore Pilot Area and the Golden Gate Bridge...	the outbinder must be kept abreast of the order and intentions of the inbounders.
	inbound traffic approaching the Offshore Precautionary Area (requires conferring with Ocean & Delta sector operator)...	the outbinder reports offshore lane intentions around the Golden Gate Bridge and must be advised of expected Offshore Precautionary Area encounter traffic.
scheduled to depart a berth to which another vessel is bound but the departure has not checked in...	advising the vessel bound for that berth of the situation...	the pilot needs as much time as possible to make contingency plans.

Continued on next page

Hot spots for the Bay Left sector operator, Continued

List (continued)

Table 2—Concern with factors under the management of the Bay Right sector operator.

If a vessel is...	think about...	because ...
operating anywhere in your sector...	location and content of all advisories...	the Bay Right sector operator may have placed new advisories recently.
	tracking statuses of all Bay Right sector tracks...	many of these tracks are assigned to Standard Routes and have deceptive collision vectors.
	positions and intentions of all Bay Right sector tracks including commuter ferries and tour boats...	in low-visibility conditions you must report all traffic to all vessels.
		you may be called upon to assist the Bay Right sector operator on a moment's notice.
		you must confer with the Bay Right sector operator if you detect a close-aboard encounter between vessels in the two sectors.

Table 3—Concern with vessels approaching from the Delta area.

If a vessel is...	think about...	because ...
between San Pablo Strait and Carquinez Strait heading to the UP RRB...	the location of downbound vessels approaching New York Point...	the two vessels might encounter in the UP RRB RNA or in a narrow channel.

Hot spots for the Bay Right sector operator

List

The following tables show areas where the Bay Right sector operator must pay close attention to cross-sector traffic management.

Table 1—Concern with vessels approaching from the ocean

If a vessel is...	think about...	because ...
a passenger vessel westbound heading for the vicinity of the Golden Gate Precautionary Area...	inbound vessels in the Main Ship Channel...	passenger vessels move slowly and maneuver abruptly beneath the Golden Gate Bridge while conducting bay tours.
transiting (or planning to transit) at a high rate of speed...	other vessels' minimum-wake requests...	towing vessels and other vessels often request minimum-wake passage from passing ferries. This information will be documented in VDCs by the appropriate sector operator.

Table 2—General cross-sector concerns

Where?	think about...	because ...
Throughout your sector	visibility conditions...	reports of reduced visibility conditions will key the Bay Left sector operator to include all vessels in traffic reports.
	the position and intentions of all Bay Left sector tracks...	you must report this information to all Bay Right sector tracks you may be called upon on a moment's notice to assist the Bay Left sector operator.

Display continuity between ODPs

Terminology

The following terms are important for this discussion.

Term	Explanation
Dynamic updating	This means that changes made at one ODP to tracks, overlays, and other system features show up automatically and immediately on all other ODPs.
Ping	This means to quickly open, then close a computer window.

Fact

The Upgrade system currently lacks dynamic updating on Alarm conditions.

Concerns

The following table shows areas where display continuity is especially important.

Think about...	because...
accuracy of display...	Other sector operators are using information that you initiate. If that information is inaccurate or out of date, incorrect information will be reported across the sectors.
refreshing or deleting alarm filters...	<ul style="list-style-type: none">• newly-defined alarms (such as swing circle alarms) do not automatically appear on other ODPs;• newly-deleted alarms do not automatically disappear from other ODPs. Refer to the information on Alarm Filters for details on how to keep alarms up to date on all ODPs.

Ch5



Parts and Functions of the UTDC and the
UTDC list of values

Parts and functions of the UTDC and the UTDC List of Values window

Introduction

Overview This section lays out procedures for using the Universal Track Data Card (UTDC) and lists of values (LOVs).

In this section This section is divided into two parts.

Part	See page
Part One UTDC Parts, Functions, and Procedures	2
Part Two UTDC List of Values Parts, Functions, and Procedures	15

Part One

UTDC Parts, Functions, and Procedures

Part introduction

Overview

This part explains the parts, functions, and procedures for operating the UTDC and for manipulating data in the UTDC.

In this part

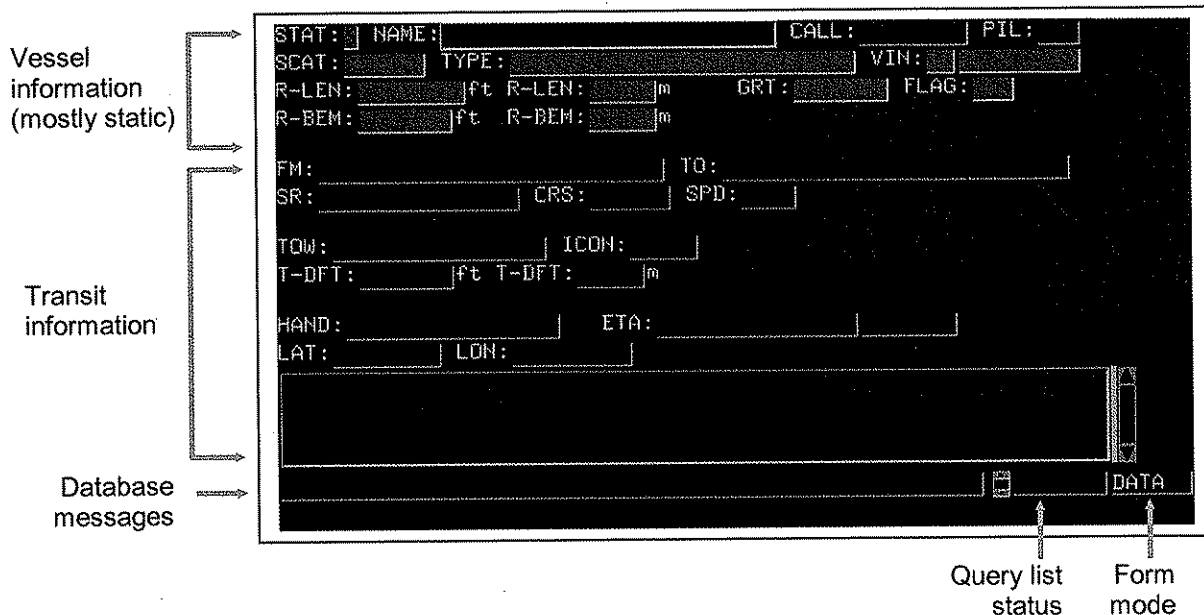
The following topics are discussed in this part.

Topic	See Page
Parts of the UTDC Form	3
Populating the UTDC with data	6
Rules about filling in the UTDC form	10
Adding a new vessel record through the UTDC	11
Changing an on-plot track's identification	12
Call queuing procedure	13

Parts of the UTDC Form

Diagram of form

This diagram shows the major divisions of the UTDC form



Part	Function								
Vessel information	When a vessel's name is typed into the NAME field or a call sign is typed into the CALL field, the light gray fields automatically populate with that vessel's static data. The PIL field must be edited for each transit.								
Transit information	These data change with each transit. They are: <ul style="list-style-type: none"> reported by the vessel and entered by the sector operator or listed on the Pilot's List and entered by the watch supervisor. 								
Database messages	This part displays messages regarding database and operator actions such as how many choices match the letters typed.								
Query list status	This field indicates which record is currently displayed relative to the number retrieved. This field is empty unless you are viewing a list of records in the UTDC.								
Form mode	<p>This shows which mode the UTDC is in.</p> <p>Following is a brief explanation of the UTDC form modes.</p> <table border="1"> <thead> <tr> <th>Mode</th><th>Used when...</th></tr> </thead> <tbody> <tr> <td>DATA</td><td> <ul style="list-style-type: none"> entering Sailing Plan data typing in the form to retrieve transit data. </td></tr> <tr> <td>QUERY</td><td>searching the Transit Table.</td></tr> <tr> <td>ON PLOT</td><td>viewing or editing transit data for any track that has an icon on the screen.</td></tr> </tbody> </table>	Mode	Used when...	DATA	<ul style="list-style-type: none"> entering Sailing Plan data typing in the form to retrieve transit data. 	QUERY	searching the Transit Table.	ON PLOT	viewing or editing transit data for any track that has an icon on the screen.
Mode	Used when...								
DATA	<ul style="list-style-type: none"> entering Sailing Plan data typing in the form to retrieve transit data. 								
QUERY	searching the Transit Table.								
ON PLOT	viewing or editing transit data for any track that has an icon on the screen.								

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Parts of the UTDC Form, Continued

Field explanations

The following table explains the usage and functionality of each of the UTDC fields. This table is laid out in the order of the fields on the UTDC.

Label	Full Name	Specific Usage or Special Explanation	Editable	LOV
STAT	Track status	Displays the vessel's track status. <ul style="list-style-type: none"> D - Docked A - Anchored O - Out of AOR U - Underway <p>If the STAT field is empty it means the subject vessel has never been logged into the VTS system.</p>	No	No
NAME	Vessel name	1. Enter a vessel's name to call up that vessel's record. 2. Change the name that applies to an underway or anchored transit.	Yes	Yes
CALL	Vessel call sign	Enter a vessel's call sign to call up that vessel's record.	Yes	Yes
PIL	Vessel pilot	Pilot designator for the transit.	Yes	No
SCAT	Special category	Displays in red text the special category. Special Category refers to special rules or restrictions that apply to a vessel's transit. The Watch Supervisor enters them through the Vessel Maintenance Form.	No	No
TYPE	Vessel Type	Displays the "Lloyds" vessel type as stored in the Vessel Identification Table.	No	No
VIN	Vessel Identification Number	The VIN is the number that uniquely identifies a vessel in the CG VTS system Vessel Identification Table. This field is broken into two parts. <div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">L 12345687</div> <div style="display: flex; justify-content: center; gap: 50px;"> <div style="text-align: center;">↑ Registry type</div> <div style="text-align: center;">↑ Registry number</div> </div> </div>	No	No
R-LEN	Registered length overall	Self-explanatory.	No	No
R-BEM	Registered beam	Self-explanatory.	No	No
GRT	Gross tonnage	Used in determining RNA applicability for non-towing vessels.	No	No
FLAG	Flag of registry	Self-explanatory.	No	No
FM	From	Enter the name for the transit point of departure.	Yes	Yes
TO	To	Enter the name for the transit destination.	Yes	Yes
SR	Standard route	1. During the Sailing Plan report or Prospective list entry, enter the name for the SR that you will be launching the track to or associating the track with. Strike [Ctrl-S] to launch the track to that SR. 2. For ON PLOT tracks this field shows which SR the track is associated with or tracking on. Check the FARMS character to determine the tracking status. 3. For ON PLOT tracks use this field to change the SR that the track is associated with or tracking on.	Yes	Yes
CRS	Course	Displays the track's true course. <ul style="list-style-type: none"> For radar tracks—displays the course according to the radar processor. For SR tracks—displays the course of the current leg of the SR. For manual tracks—shows 000.00. 	No	No
SPD	Speed	1. Displays the track's tracking speed. a) For radar tracks—displays the speed according to the radar processor. b) For SR tracks—displays the speed for the current leg of the SR. c) For manual tracks—shows 00.0. 2. Use this field to override (to change) the SR tracking speed of SR tracks.	Yes (only SR tracks)	No

Continued on next page

Parts of the UTDC Form, Continued

Field explanations (continued)

Name	Full Name	Specific Usage or Special Explanation	Editable	LOV
TOW	Towing configuration	Enter the towing configuration codes here. Enter no more than four characters in this field. The contents of this field will automatically show as the first four characters in the track tag second line.	Yes	No
ICON	Track icon	Displays the icon stored with the vessel record in the Vessel Identification Table. For towing vessels, change the icon to fit the RNA applicability of the tow.	Yes	Yes
T-DFT	Transit draft	Enter the draft for the current transit.	Yes	No
HAND	Transit Handling	<ul style="list-style-type: none"> Enter route intentions or other important transit data. Contents appear on line two of the track tag. Enter no more than fifteen characters in this field. Clear this field when contents become obsolete. 	Yes	No
ETA	Estimated time of arrival	<p>This field is divided into two parts as shown below.</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">DDHHMM MM YYYY</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">UPRRB</div> </div> <div style="text-align: center; margin-top: 5px;"> <div style="display: inline-block; width: 40%; text-align: center;">↑ ETA time</div> <div style="display: inline-block; width: 40%; text-align: center;">↑ ETA comments</div> </div> <ol style="list-style-type: none"> ETA time field <ol style="list-style-type: none"> Speed-fill functionality: Type a four-digit time and it will automatically be converted into a date-time group when you tab out of the field. If you enter a four-digit time that is earlier than the current time it will automatically assume the date is tomorrow. DTG functionality: Type a full date-time group for any date or time using the format shown above. ETA comments field: Type a short text comment explaining to what point the ETA time refers. 	Yes (both fields)	No
LAT & LON	Latitude & longitude	Enter the reported latitude and longitude of a vessel in these fields. When you [Ctrl-M], the system will position the icon at the position entered. Formats must be as follow. ("d" = degrees; "m" = minutes; "s" = seconds.) LAT: dddmmss.0 LON: dddmmss.0	Yes	No
(un-labeled)	Remarks	<p>This is a free-form text field.</p> <ul style="list-style-type: none"> You cannot [tab] out of this field; however, you can [shift-tab] out of it. You cannot [Return] out of this field. <p>Use this field for recording offshore vessels' course, speed, and ETA information.</p> <p>This field's contents are not displayed on the track tag; the information stored here can be seen by calling up the vessel's transit record.</p>	Yes	No

Populating the UTDC with data

Procedure

There are three ways to populate the UTDC with vessel data.

1. **Typing procedure:** Clear out the UTDC; then type in a vessel's name or call sign into the appropriate field and tab to the next field.
 2. **Double-click procedure:** With the UTDC either empty or populated, double-click on a track icon.
 3. **Sector Summary procedure:** With the UTDC either empty or populated select the track in the Sector Summary (highlight it); then select UTDC from the Sector Summary popup menu.
-

Track icon indication

While a track's data are in the UTDC the track's icon symbol is circled and is highlighted in white.

When another track's data are called into the UTDC the previous track's icon is automatically deselected (original color returns and the circle disappears).

Unsaved data lost

For the double-click procedure and Sector Summary procedure, any unsaved data in the UTDC will be lost when a new track's data are called into the form.

Error prompts

Occasionally you will see "**Error updating Oracle**" when you attempt to populate the UTDC by double-clicking or by selecting from the Sector Summary. If this happens simply clear the UTDC with [Ctrl L] and try again.

Same record open on multiple ODPs

It is possible to open the same vessel's record simultaneously on more than one ODP. This action alone will not cause a computer problem.



WARNING: However, the changes made by the last ODP that saves the record will be the changes that get recorded in the database. This fact can cause data to be lost.

For example:

1. ODP 1, ODP 2, and ODP 3 populate the UTDC with the tug "Marin".
2. ODP 1 changes the TO field from BERKLEY to RICHMOND and saves the data using the [Ctrl O] function.
3. ODP 2 makes no changes and clears the UTDC using [Ctrl L].
4. ODP 3 makes no changes and activates [Ctrl O], saving the data that are currently in the ODP 3 UTDC.

Result: ODP 2's action had no affect on the data because ODP 2 cleared the form without saving. ODP 3's action caused the changes made by ODP 1 to be erased.

Prevention: To prevent the aforementioned result, always clear the UTDC using the [Ctrl L] function unless you specifically intend to save changes.

UTDC navigation and keyboard functions

Facts

1. The ability to touch-type—even very slowly—is important in successful operation of the UTDC form.
 2. Continuous shifting of the hands back and forth between the pointer device and the keyboard introduces great delays in the data entry process. It is always more efficient to keep your hands positioned over the keyboard.
-

Making the UTDC form hot

Keep the UTDC form the last hot window in its monitor.

That way if you are working in the opposite monitor all you have to do is hit the [R-Eye] or [L-Eye] key, the cursor will jump to the UTDC form's monitor, and the UTDC form is hot.

Selecting (highlighting) text

These editing functions work in UTDC Form fields as well as in almost every database form of the CG VTS system.

Action	Result
double-click on word	Selects (highlights) the word.
triple-click on a line	Selects (highlights) the line
click and drag over text	Selects (highlights) as much text as you drag the cursor over.

Continued on next page

UTDC navigation and keyboard functions, Continued

Navigation and database hotkeys

The following table explains the keyboard hotkeys and key combination shortcuts for navigating through the UTDC and for the UTDC database functions.

Hotkey	Function
[Tab]	Moves the cursor forward to the next field. Note: Doesn't work in the Remarks field.
[Shift tab]	Moves the cursor backward to the previous field.
[Ctrl tab]	Use in the Remarks field only to jump forward to the Name field. Note: In the Remarks field the [Tab] key works like a traditional tab function in a word processor. You cannot escape the Remarks field using the [Tab] key alone.
[Ctrl O]	Saves your data and clears the UTDC fields.
[Ctrl V]	Validates the data in the LAT & LON fields. Note: Validation also occurs when you save data or launch the track.
[Ctrl D]	Removes a vessel record from the Prospective list.
[Ctrl U]	Clears the field in which the cursor is positioned.
[Ctrl L]	Clears all fields without saving any changes.
[Ctrl T]	Makes the UTDC hot and sends focus to its first field from any location on the display.
[Ctrl X]	Closes the UTDC.
[Ctrl I]	When the cursor is in Remarks, inserts a blank line at the beginning of Remarks and puts the cursor at the beginning of the blank line.
[F5]	Toggles between the DATA and QUERY mode.
[F4]	Activates the LOV window in an LOV field. After selecting from the LOV the cursor advances to the next field.
[Shift F4]	Same functionality as F4 except after selecting from the LOV the cursor jumps to the previous field.
[Down-arrow]	<ul style="list-style-type: none"> With a not-on-plot vessel record in the UTDC, adds the record to the Prospective list. With the Prospective List (P-list) showing in the UTDC, brings up the next record in the P-list. With a blank UTDC, brings up the prospective / cued records and jumps to the most recently entered record.
[Shift]+ [Down-arrow]	<ul style="list-style-type: none"> With a blank UTDC, brings up the prospective / cued records and jumps to the most recently entered record. With a Prospective list showing in the UTDC, jumps to the most recently entered record.
[Up-arrow]	<ul style="list-style-type: none"> With the P-list showing in the UTDC, jumps to the previous record in the P-list. With a blank UTDC, brings up the first record on the P-list.
[Shift]+ [Up-arrow]	<ul style="list-style-type: none"> With a blank UTDC, brings up the prospective / cued records and jumps to the record that was entered earliest. With a Prospective list showing in the UTDC, jumps to the record entered earliest.
[Esc]	<ul style="list-style-type: none"> Closes the LOV window without making a selection. For the NAME field, activates the prompt "Name not in database. Do you want to continue?". Selecting YES adds the contents of the NAME field to the VID Table.

Note: The phrase most recently entered means the last record that was entered by anyone on any ODP in the network.

Continued on next page

UTDC navigation and keyboard functions, Continued

Track launch hotkeys

The following table explains the keyboard hotkeys and key combination shortcuts for launching tracks.

Hotkey	Function
[Ctrl M]	Launches a manual track. <ul style="list-style-type: none">• If the place in the FM field has an associated position in the database, the track will automatically appear at that location. Otherwise, a Position Prompt will appear.
[Ctrl S]	Launches a standard route track. <ul style="list-style-type: none">• If the place in the FM field has an associated position in the database, the track will automatically appear at that location and assign to the SR specified in the UTDC.• If no SR is specified in the UTDC [Ctrl S] will have no affect.
[Ctrl R]	Launches a radar track. <ul style="list-style-type: none">• After activating, a Position Prompt will appear.

Rules about filling in the UTDC form

General Rules The following general rules always apply when completing the UTDC form.

Rule	Explanation
1. Shortest route	Navigate efficiently through the form. 1. Always take the shortest route to the appropriate field. 2. Use the [shift-tab] function to go backward in the form.
2. Hot keys (function keys)	Whenever possible use the keyboard for track manipulation. Using the pointer device causes you to lose touch with the keyboard and lose focus with the data entry.
3. Semper paratus	Keep yourself poised with your fingers at the ready on home row (to steal a phrase from your 10 th -grade typing teacher). You must be ready to type when a vessel calls.

Specific Rules The following specific rules apply to certain UTDC form fields.

Rule	Explanation
1. Name field	If you feel sure that a vessel is in the database but the Warning: Name Not In Database. Do You Want To Continue? window tells you that it is not, use the LOV feature and try to get the name right. However, give up and accept the vessel as NEW if you get behind.
2. From and To field	Try hard to find the correct place name (POD) in the list of values. However, if you are getting behind select a general place name (e.g., MARTINEZ instead of SHORE TERMINALS MARTINEZ) or leave the field blank and move on. Never select the wrong place name.
3. Icon field	Check the icon for every track. Pay particular attention to towing vessels since their icons vary depending on the tow.
4. Standard Route field	Always select a standard route through the UTDC form if possible. Doing this will allow you to launch the track directly to that SR using [Ctrl-S] for ferries and will limit the VAM steps later for upriver vessels.
5. Hand field	Practice discipline with respect to the Hand field. <ul style="list-style-type: none"> • Keep the field clear of obsolete information. • Only put information here that MUST be seen on the display. • Avoid over-typing information that is still pertinent.

Adding a new vessel record through the UTDC

At this point

If you are here you have deduced that a vessel name is not in the database.

Procedure

Perform the following steps to enter new-vessel data through the UTDC.

Note: These steps apply whether you are entering a new vessel for the Prospective list or "on the fly" as a new vessel checks into the system.

Accepting the New Vessel

Step	Action								
1	Type the new vessel name in the NAME field.								
2	Double-check to ensure that you have spelled the name correctly.								
3	Strike the [Tab] key and a WARNING window will appear. It will say "Name not in database. Do you want to continue?" The CANCEL button is highlighted. Note: Do this only if you are certain that the entry is a new vessel. If there is a chance that you are misspelling the entry, re-check the LOV.								
4	Push the OK button in the WARNING window. <ul style="list-style-type: none"> The cursor will jump to the next field. A new vessel name will be added to the Vessel ID table. The following fields will automatically populate. <table border="1"> <thead> <tr> <th>Field</th><th>Contents</th></tr> </thead> <tbody> <tr> <td>VIN</td><td>U ##</td></tr> <tr> <td>CALL</td><td>NONE</td></tr> <tr> <td>ICON</td><td>UNK</td></tr> </tbody> </table>	Field	Contents	VIN	U ##	CALL	NONE	ICON	UNK
Field	Contents								
VIN	U ##								
CALL	NONE								
ICON	UNK								
5	Enter the rest of the prospective or transit information.								
6	Add the record to the Prospective list ([Ctrl O]) or launch the track.								

As soon as possible

6	Obtain vessel particulars information from MSIS by following the steps in the MSIS job-aid.
7	Complete the just-entered record in the Vessel ID Table using the MSIS data.

Changing an on-plot track's identification

UNK track names

If a track is launched without a name the computer automatically assigns the name UNK ##### (where # stands for any whole number from 0 through 9). The computer also automatically puts the UNK name in the VID table.

If the transit for the UNK vessel is ended (the track is docked, anchored, or out of AOR'd) the UNK name will be recorded along with the transit history.

Requirement

- If an operator launches a track and then realizes that the track is linked with the wrong VID table record, s/he must change the track's identification.

For example, the ferry Golden Bear checked in with VTS and the operator accidentally launched the training ship Golden Bear.

- If an UNK track is later identified by name, the operator must change the track's identification.
-

Procedure

Perform the following steps to change the identity of any on-plot track (including changing UNK tracks to named tracks).

Step	Action
1	Bring up the record of the track to be changed in the UTDC.
2	Clear the NAME field.
3	Enter the new name in the NAME field.
4	Strike [Ctrl O] to save the change. <ul style="list-style-type: none">• The fields in the UTDC will populate with the vessel's stored data.

Call queuing procedure

Purpose

Call queuing allows the operator to collect part of a Sailing Plan report, store the incomplete record, and then recall it to complete it and launch the associated track.

Frequently asked questions

- **How and where are queued records stored?**

Queued calls are stored in the prospective list along with all of the supervisor-entered prospective records. The prospective list (like other database lists) is stored on the database server computer in the back room.

- **Why is the aforementioned fact important to know?**

There are two reasons.

- a. If the watch supervisor runs a Prospective List Report while a call is in the queue, the queued call will appear on the Prospective List Report.
- b. If one sector operator queues a record and then another sector operator queues another record, then both of the records will be visible when the first sector operator brings up the queue.

- **How do we prevent queued records from mixing in with piloted prospective records?**

Inside the computer database, prospective records are sorted so that the most recent entry (regardless of ETD) is always at the BOTTOM of the prospective list.

Since the watch supervisor enters all of the piloted prospective records at once they tend to be grouped together toward the TOP of the list.

Since queued records are almost always more recently entered than supervisor-entered piloted prospective records, when you queue up a record it almost always appears at the BOTTOM of the list.

When you call up the list of queued records you always use [shift]+[Down-arrow]. With this, the UTDC jumps to the bottom of the list and shows the record added most recently.

- **What do I do if queued records get mixed in with supervisor-entered piloted prospective records?**

If by chance you queue up a record at the same that the supervisor is entering piloted prospective records (building the Prospective List) you may find the queued record mixed in with the piloted prospective records. If this happens simply scroll through the displayed list using the [Up-arrow] and [Down-arrow] keys and find your queued record.

Continued on next page

Call queuing procedure, Continued

Procedure (example scenario)

The following table (example scenario) shows the procedure to follow when using the [down-arrow] call queuing function. In the column on the right you will see how the prospective list (stored inside the computer) looks at each step in the procedure.

Note: To show the procedure and results clearly, three ferry vessels are used in the example below. To show the relationship between the queued ferry vessels and the existing prospective records, three supervisor-entered prospective records are shown in the prospective list also (in bold-face type).

Queuing up the vessels' transit records

Queuing up the vessels' transit records

Step	Action	What the P-list looks like now
<i>Entering and queuing the first vessel: Ferry One</i>		
1	Fill in desired UTDC fields and strike the [down-arrow] key.	<div>NEDLLOYD TOKYO MATSONIA DIRECT KIWI Newest record → FERRY ONE</div>
2	<ul style="list-style-type: none">Ferry One data (partial transit record) is stored.UTDC clears out.	
<i>Entering and queuing the second vessel: Ferry Two</i>		
3	Fill in desired UTDC fields and strike the [down-arrow] key.	<div>NEDLLOYD TOKYO MATSONIA DIRECT KIWI FERRY ONE Newest record → FERRY TWO</div>
4	<ul style="list-style-type: none">Ferry Two data (partial transit record) is stored.UTDC clears out.	
<i>Entering and queuing the third vessel: Ferry Three</i>		
5	Fill in desired UTDC fields and strike [down-arrow].	<div>NEDLLOYD TOKYO MATSONIA DIRECT KIWI FERRY ONE FERRY TWO Newest record → FERRY THREE</div>
6	<ul style="list-style-type: none">Ferry Three data (partial transit record) is stored.UTDC clears out.	

Launching the queued tracks

Step	Action	How the prospective list looks
1	Strike [shift]+[down-arrow] and the last record entered (Ferry Three) populates the UTDC.	NEDLLOYD TOKYO MATSONIA DIRECT KIWI FERRY ONE FERRY TWO In the UTDC → FERRY THREE
2	Complete the record for Ferry Three and launch the track. <ul style="list-style-type: none"> The UTDC is blank after you launch the track. 	
3	Strike [shift]+[down-arrow] and the next record up (Ferry Two) populates the UTDC.	NEDLLOYD TOKYO MATSONIA DIRECT KIWI FERRY ONE In the UTDC → FERRY TWO
4	Complete the record for Ferry Two and launch the track. <ul style="list-style-type: none"> The UTDC is blank after you launch the track. 	
5	Strike [shift]+[down-arrow] and the next record up (Ferry One) populates the UTDC.	NEDLLOYD TOKYO MATSONIA DIRECT KIWI In the UTDC → FERRY ONE
6	Complete the record for Ferry One and launch the track. <ul style="list-style-type: none"> The UTDC is blank after you launch the track. 	
7	Now all the sector operator-queued vessel records are out of the list of prospective records. If the operator were to strike [down-arrow], the Direct Kiwi, a supervisor-entered prospective record, would come up in the UTDC.	NEDLLOYD TOKYO MATSONIA In the UTDC → DIRECT KIWI

Part Two

UTDC List of Values Parts, Functions, and Procedures

Overview This part explains the parts and functions of the UTDC List of Values (LOV) window and explains the procedures for using the UTDC list functions for finding the correct record with the minimum number of keystrokes.

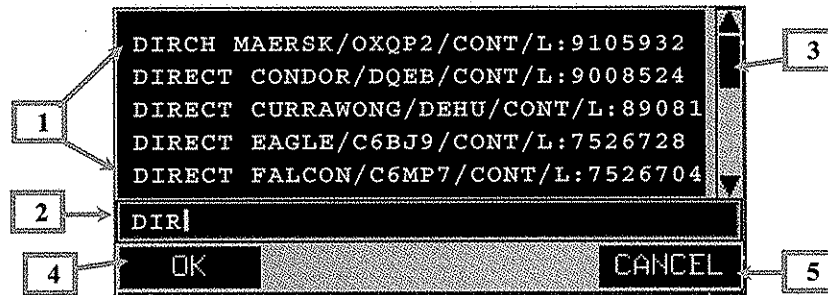
In this part The following topics are discussed in this part.

Topic	See Page
Parts of the LOV window	16
Narrow a LOV by typing	17
Wildcard symbol usage for narrowing a LOV	20
Selecting a record by scrolling through the list of values	24

Parts of the LOV window

LOV window Diagram

The table and diagram below show the parts of the LOV window and explain their functions.

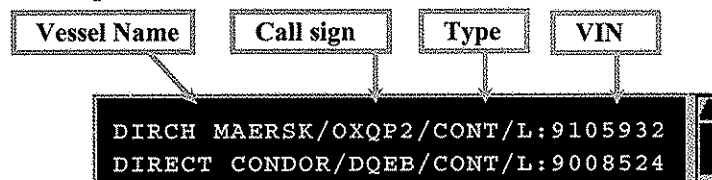


Part	Function
1. List window	Shows the list of matches. The total number of matches is shown in the Data Messages field on the UTDC.
2. Find field	Type here to refine the list in the list window. As you type the list will get shorter. WARNING: Never clear out this field. Doing so will cause a great delay while the entire database table (more than 5000 records) populates the list.
3. Scroll bar	Indicates that the list has more members than are shown in the list window.
4. OK button	Accepts the selected record. (No record is selected in the example above.) [Enter] key performs the same function faster.
5. CANCEL button	Closes the LOV window without making a selection. [Esc] key performs the same function faster.

Data breakdown

The diagram below shows the data elements that are displayed for each vessel record in the NAME field LOV list window. The CALL field is similar except that the positions of the call sign and vessel name are reversed. All other UTDC field LOV list windows show only one field.

Slant bars separate the data elements.



Narrow a LOV by typing

Overview

Following are steps to use if you want to narrow a list of values by typing.

Multiple records found

As you type in an LOV field the computer compares your entry, keystroke by keystroke, with the entries in the database table corresponding to that field.

With each character that you type the UTDC reports how many records in the data table match so far.

Example:

Stage	Description
1	You type the letters DIR .
2	The UTDC reports that 9 matches were found.
3	This tells you that if you strike [Tab] a LOV will appear containing 9 records, all starting with the letters DIR .

```

STAT:  NAME: DIR          CALL:      PIL:
SCAT:   TYPE:             VIN:
R-LEN:  ft R-LEN:  m      GRT:      FLAG:
R-BEM:  ft R-BEM:  m

FM:      TO:
SR:      CRS:      SPD:

TDW:      ICON:
T-DFT:  ft T-DFT:  m

HAND:      ETA:
LAT:      LON:

9 matches
DATA
  
```

Continued on next page

Narrow a LOV by typing, Continued

Single record found

When you've typed enough to identify one single entry in the database table the computer displays that entry in its entirety at the bottom of the form.

If the displayed entry is correct, simply strike [Tab] and the field will instantly populate. The cursor will jump to the next field.

If the displayed entry is incorrect, simply backspace to bring back a closely-related list; or strike [Ctrl U] to clear the field and bring up a new list.



WARNING: Even if you type the full word (the exact match) in a field, you must [Tab] out of the field to correctly populate the form. If you try to save the record or launch the track without first [Tab]ing out of the field, the data in that field will be lost.

Example:

Stage	Description
1	You type the letters DIRECT KOO
2	The UTDC shows that DIRECT KOOKABURRA was found to be the only matching value in the database table.
3	To select DIRECT KOOKABURRA strike [Tab].
4	To reject DIRECT KOOKABURRA and bring a closely-related list of values back, backspace one or a few characters. To reject DIRECT KOOKABURRA and bring up a brand new list, strike [Ctrl-U].

```

STAT:  NAME: DIRECT KOO      CALL:      PIL:
SCAT:  TYPE:                VIN:
R-LEN:  ft R-LEN:  m      GRT:  FLAG:
R-BEM:  ft R-BEM:  m

FM:  TO:
SR:  CRS:  SPD:

TOW:  ICON:
T-DFT:  ft T-DFT:  m

HAND:  ETA:
LAT:  LON:

Exact match: [DIRECT KOOKABURRA]  DATA
  
```

Continued on next page

Narrow a LOV by typing, Continued

Zero records found

If you type too far and/or make a mistake you may instantly go from one record found to "0 matches" found.

In this case, backspace if you need only erase a few characters; strike [Ctrl U] to completely clear the field.

Example:

Stage	Description
1	You type the letters DIRECT KOOO
2	The UTDC reports "0 matches" found.
3	Do not strike [Tab]. Backspace or clear the field.

STAT:	NAME: DIRECT KOOO	CALL:	PIL:
SCAT:	TYPE:	VIN:	
R-LEN:	ft R-LEN:	m GRT:	FLAG:
R-BEM:	ft R-BEM:	m	
FM:	TO:		
SR:	CRS:	SPD:	
TOW:	ICON:		
T-DFT:	ft T-DFT:	m	
HAND:	ETA:		
LAT:	LON:		
0 matches			
DATA			

Wildcard symbol usage for narrowing a LOV

Overview

The wildcard will enable you to:

1. locate hard-to-spell and hard-to-start-spelling names by replacing unknown characters with the wildcard in the UTDC field;
2. bring up an exact match on the first try with the fewest possible characters in a UTDC field;
3. quickly reduce the size of an LOV window list using the wildcard in the LOV window Find field.

Wildcard?

The percent sign (**%**) is the wildcard character.

In addition to the [Shift 5] key combination, there are two hot keys on the CG VTS System keyboard that will produce a wildcard symbol.

These hot keys are labeled with a percent sign.

Explanation

The following table shows you how the wildcard character works.

Note: The term "[spc]" refers to a single space between characters.

You type this	The computer does this	Example records
A% [spc]	Looks for records <ul style="list-style-type: none"> • that contain at least two words • where the first word starts with the letter "A" . 	<u>A</u> TLANTIC HIGHWAY <u>A</u> CE ENTERPRISE <u>A</u> DRIATIC SEA
%A [spc] %SH	Looks for records <ul style="list-style-type: none"> • that contain at least two words • where the first word ends with the letter "A" • and second word contains the text string "SH" 	SEA FLOUR <u>I</u> <u>S</u> H DARY <u>A</u> LAK <u>S</u> <u>H</u> <u>M</u> <u>I</u>
%BURR	Looks for any record <ul style="list-style-type: none"> • containing any number of words • where one word contains the text string "BURR" . 	DIRECT KOOKA <u>BURR</u> A
%BASS%RID	Looks for any record <ul style="list-style-type: none"> • containing any number of words • containing the text string "BASS" • and containing the text string "RID" . 	AMBASSADOR <u>B</u> RIDGE <u>B</u> ASS <u>R</u> IDER

Continued on next page

Wildcard symbol usage for narrowing a LOV, Continued

Finding hard-to-spell names

Some names (docks, vessels) contain non-intuitive letter combinations making their spelling difficult.

Sometimes the non-intuitive letter combinations are in the first few letters of the name. When this is the case it is difficult to bring up a manageable-sized list of values to pick from.

To make this easier, insert a wildcard character in place of the unknown characters (or even the first few characters) to help eliminate the possibility that you will find no records.

Example: You are searching for the vessel KAPITAN MAN.

First try results in failure

Stage	Description
1	You expect the traditional spelling. You type the letters CAPT [Tab] in the UTDC.
2	The following LOV pops up. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> CAPTAIN ALPHA CAPTAIN BRAVO CAPTAIN CHARLEY CAPTAIN DELTA </div> The KAPITAN MAN is not in the LOV but you know that it is in the database.
3	You close the LOV window and try again.

Second try with wildcard results in success

Stage	Description
1	You type the letters %N MAN [Tab] in the UTDC. Note: You selected this character string because you are relatively sure of the spelling on this part.
2	UTDC reports "Exact match [KAPITAN MAN]" .

Continued on next page

Wildcard symbol usage for narrowing a LOV, Continued

Exact match on the first try

By typing exactly the right characters (as in the example below) you can instantly achieve an exact match in the UTDC.

The following table shows two methods that you can use to achieve an exact match in the UTDC. In each of the following cases the characters entered in the UTDC's field are just enough to achieve an exact match.

Notice the number of keystrokes associated with each method ("# keys" column).

Method 1		Method 2			
Type enough to be unique	# keys	Type with wildcard	# keys	Full vessel name	# keys
NEDLLOYD VAN C	14	N%CLO	5	NEDLLOYD VAN CLOON	18
SAN FRANCISCO SPIRIT	13	S%S%SP	6	SAN FRANCISCO SPIRIT	20
MICRONESIAN I	13	M%INDE	6	MICRONESIAN INDEPENDENCE	24
BENICIA C	9	%COK	4	BENICIA COKE	12

Continued on next page

Wildcard symbol usage for narrowing a LOV, Continued

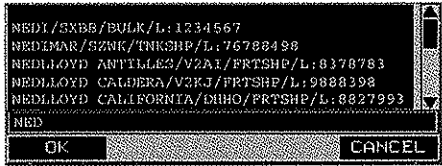

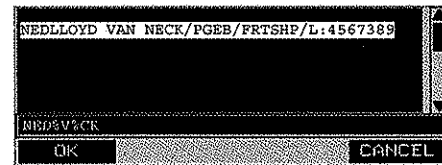
Instantly reduce a LOV

The wildcard can be used in the UTDC fields or in the LOV window Find field.

The following process description shows how to use the wildcard in the LOV window Find field.

In the following process example you are looking for the vessel **NEDLLOYD VAN NECK**.

Note: Due to a continuously changing Vessel Identification Database you may not be able to duplicate the example scenario below. However, any vessel records with similar characteristics can be used to illustrate the process.

Stage	Description	What you see
1	Type NED in the UTDC NAME field.	
2	UTDC reports "14 matches".	
3	Strike [Tab] and the LOV window opens. <ul style="list-style-type: none"> Notice that your vessel is not visible in the list. Focus is in the LOV window Find field. The letters NED are in the Find field. 	
4	Type wildcard (%) followed by V . No space necessary. <ul style="list-style-type: none"> The list instantly cuts to the records containing the letter V. 	
5	Type another wildcard followed by the letters CK (a letter combination that you suspect will instantly reduce the list to one record). <ul style="list-style-type: none"> The list instantly reduces to the NEDLLOYD VAN NECK. The above record is highlighted. 	
6	Strike [Enter] to select the highlighted record.	

Selecting a record by scrolling through the list of values

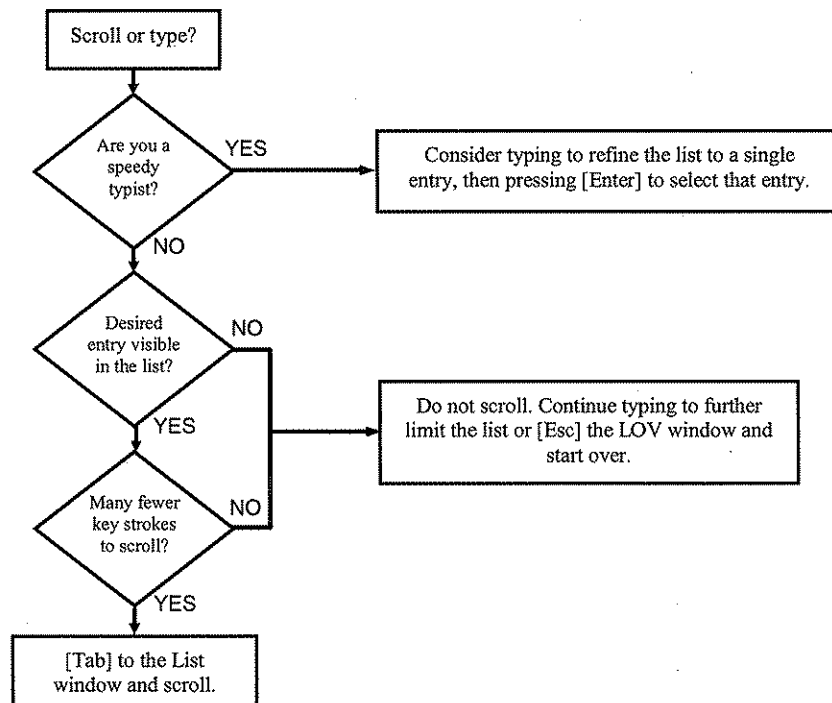
Overview Sometimes you will want to see a short list of values from which to select a valid entry. The LOV window provides you with such capability.

Procedure After activating the LOV window perform the following steps to scroll through a list.

Step	Action
1	The LOV window comes up with focus in the Find field. It's ready for you to type.
2	Strike [Tab] to send focus to the List window.
3	The first record in the List window is selected.
4	Strike [Enter] to select the first record or [Down] or [Up] arrow to scroll through the list.

When to scroll **Never scroll through a list of values containing more than five records.** In this case keep typing until the list is shorter or [Esc] the LOV window and type a more specific entry in the UTDC field.

Consider the following decision matrix when deciding whether scrolling or typing is faster.



Ch6



Mechanical Procedures for recording
sailing plan information

Mechanical Procedures for Recording Sailing Plan Information

Document introduction

Overview

This document explains the mechanical procedures for recording incoming Sailing Plan information from vessels.

The document describes what type of information is received from each of the VMRS users, and how and where that information is recorded.

It also explains abbreviations associated with data collection.

Not in this document

- This document does not cover communications procedures.
- The procedures for processing information from vessels in the Offshore Sector (west of the COLREGS Demarcation Line) are consolidated into another document.

Contents

This document covers the following topics.

Topic	See Page
Table of Contents under construction.	

Piloted prospective vessel Sailing Plan report

Sailing Plan Report

A Piloted Prospective vessel's Sailing Plan report will consist of the following data elements.

Note: This example is of an upriver transit in order to illustrate the use of the SR (Standard Route) field. For non-upriver transits do not use a standard route.

Data element...	UTDC Form field...	What it sounds like...
1. Pilot ID	Pilot	"Traffic this is Unit XX..."
2. *Vessel's name	Vessel name	"...on the TK SR Galveston"
3. *Position	From	"...preparing to depart Benicia 4..."
4. *Destination	To	"...bound for A9."
5. Deepest draft (tug or barges)	Draft	"The ship's draft is 19 feet 9 inches."
6. Route	Hand	"Intend to transit south of the Pinole Shoal Channel."
7. Tug frequency (when using assist tugs)	Hand	"Working tugs on channel 7A."

Note: The data elements with the "*" will usually already be in the vessel's prospective record (entered by the watch supervisor).

Diagram of information in the UTDC form

The following diagram shows how a typical Prospective Piloted vessel Sailing Plan report will be documented in the UTDC form.

The diagram shows a UTDC form with the following fields and annotations:

- FM: 4BNC
- TO: A9
- SR: _____
- CRS: _____
- SPD: _____
- TOW: _____
- ICON: TKR-H
- T-DFT: 19'9" ft T-DFT: 6.02 m
- HAND: PS S PSC 7A
- ETA: _____
- LAT: _____
- LEN: _____

Annotations with arrows pointing to the form fields:

- Side to the dock (points to PS in HAND)
- Tug channel (points to 7A in HAND)
- Route intentions (points to the entire HAND field)

Entered by the watch supervisor

The watch supervisor will enter the following additional data elements when s/he makes the prospective list.

- Ship's side to the dock will be coded in the Hand field.
(PS = port side to; SS = starboard side to).

Towing vessel Sailing Plan report

Sailing Plan Report

A towing vessel's Sailing Plan report will consist of the following data elements.

Data element...	UTDC field...	What it sounds like...
1. Towing vessel's name	Name	"This is tug Sky..."
2. Position	From	"...preparing to depart Richmond 20..."
3. Destination	To	"...bound for Oakland Berth 25."
4. Configuration (towing astern, alongside, pushing ahead)	Tow (code)	"We are pushing..."
5. Number and type of barges	Tow (number)	"...one deck barge and one oil barge."
6. Total gross tons (+ type = RNA applicability)	Icon	"The tow is over 1600 gross tons."
7. Deepest draft (tug or barges)	Draft	"Deepest draft is on the barges—13 feet."
8. Route	Hand	"Intend to transit through the Golf-Hotel span of the Oakland Bay Bridge."
9. Tug frequency (when using assist tugs)	Hand	"Assist tug on channel 19A."

Diagram of tow information in the UTDC form

The following diagram shows how a typical towing vessel Sailing Plan report will be documented in the UTDC form. (Note: Not all fields are shown.)

See the following pages for a breakdown of the towing vessel codes and information shown below.

Diagram illustrating the UTDC form fields and callouts:

- Tow configuration code (pushing two):** 20RCH
- TO:** 25OAK
- CRS:** [blank]
- SPD:** [blank]
- TOW:** P2
- ICON:** TOW-H
- T-DFT:** 13'0" ft T-DFT: 3.96 m
- HAND:** GH 19A
- ETA:** [blank]
- AT:** [blank]
- LON:** [blank]
- Remarks:** Include a description of tow in Remarks only if HAZMAT or special circumstance.

Upriver towing transits and standard routes

For upriver towing transits put the appropriate standard route in the SR field; then launch the vessel as Manual.

While the vessel is preparing the SR is associated. When the vessel calls outbound simply VAM: SR TRACK.

Explanation of towing information and codes

Background There is a long-lived tradition in the San Francisco Bay Region for towing vessels to report their tows using descriptions like “partially loaded mud scow” or “empty oil barge.”

Cargo and tow description For traffic management purposes the cargo and description of all tows will be grouped into one of the following four categories regardless of how it is reported by the towing vessel.

Cargo category	Gross tons	Icon	Remarks field annotation further describing tow
1. Bulk petroleum products or a tank vessel in ballast	1600 or more	TOW-H	None
2. Certain dangerous cargoes as defined in 33 CFR 160.203	1600 or more	TOW-H	Type an abbreviated description of the HAZMAT (e.g., “AMMO” for ammunition barge).
3. Neither of the above categories	1600 or more	TOW-P	None
4. Any cargo	Less than 1600	TOW-G	None

Note: If there is a special attribute about a tow that you feel is noteworthy annotate the Remarks field accordingly (e.g., high air draft). Do not annotate the Remarks field to describe routine tows (e.g., partially loaded mud scow).

Draft A towing vessel’s draft must represent the deepest draft (the tug or the tow—whichever is deeper).




Example: If the tug has a nine-foot draft and the barge has an eight-foot draft the reported draft is nine feet.

Continued on next page

Explanation of towing information and codes, Continued

Towing configuration

Type the applicable towing configuration code in the Tow field.
The table below describes each of the towing configuration codes.

Code	Meaning	Diagram
P	Pushing ahead. Towing vessel is pushing the tow directly ahead.	
A	Pushing alongside. Towing vessel is pushing the tow alongside the towing vessel.	
T	Towing astern. The towing vessel is pulling the tow astern with a towing line.	


Note: If the tug has more than one barge, type the number of barges next to the configuration code (e.g. "P2" for a vessel pushing 2 barges).

Track tag

The Tow field text will appear on Line Two of the track tag.

There is a total of four spaces available on the track tag for the towing configuration.

The track tag diagram below shows a tug PUSHING TWO barges with TWO BARGES ALONGSIDE. All available track tags space is used in the example.



 -- /SKY/2RCH
 P2A2/DE DWTL

Ferry vessel Sailing Plan reports

Sailing Plan Report

A ferry vessel's Sailing Plan report will consist of the following data elements.

Example 1—Commuter transit

Data element...	UTDC Form field...	What it sounds like...
1. Vessel's name	Vessel name	"This is the Encinal..."
2. Position	From	...departing Clay Street...
3. Destination	To	...bound for the Ferry Building...
4. Route (With position and destination known you know the route.)	SR and Spd	
5. Passenger count (optional)	(with code) Rmks	...with 213 persons on board."

Example 2—Bay tour

Data element...	UTDC Form field...	What it sounds like...
1. Vessel's name	Vessel name	"This is the Old Blue..."
2. Position	From	...departing Pier 39...
3. Route intentions	SR and Spd	...on a westbound....
4. Destination (returning to Departure point)	To	...bay tour...
5. Passenger count (optional)	(with code) Rmks	...with 312 persons on board. "
6. Current time (see Note About Current Time)	Hand	(Not reported by vessel.)

Example 3—Dinner cruise

Data element...	UTDC Form field...	What it sounds like...
1. Vessel's name	Vessel name	"This is the California Hornblower..."
2. Position	From	...preparing to depart Pier 33...
3. Destination (returning to Departure point)	To	...on a bay cruise...
4. Route intentions	Hand	...initially westbound...
5. Passenger count (optional)	(with code) Rmks	...with 312 persons on board. "
6. Estimated time of return	ETA & Comment	"Scheduled time back at the dock 2230. "
7. Current time (see Note About Current Time)	Hand	(Not reported by vessel.)

Note About Current Time

When the bay tour or dinner cruise vessel makes the Sailing Plan, the current time should be entered in the Hand field.

- Aids operators in determining whether a vessel is preparing to get underway or just mooring.
- Prevents accidental docking of track icons.

Passenger Count

Normally, this data is optional and may not be reported by the vessel. However, under some operating conditions passenger count may be collected by VTS.

Ferry vessel routes and transit information

Circular tour routes

Bay tours and dinner boats usually take a pre-established circular route departing from and returning to the same dock.

For these transits, type the departure dock name (the From field data) in the To field when you fill out the UTDC.

Commuter routes

Commuter ferries transit along pre-established one way routes. That is, their routes and estimated times of arrival (ETAs) at their destinations do not vary much from one transit to another.

For these transits you need not describe the route or the ETA in the Remarks field.

If the vessel reports that the route or duration of a planned-route transit will deviate from the pre-established route, annotate the Remarks field or the ETA field with the new information.

Dinner cruise routes

Route intentions for dinner cruises vary depending on the environmental conditions. To help keep track of the dinner cruise boats annotate the HAND field with route intentions and type the ETA into the ETA field. Never type just "three hour cruise" (as it is typically reported from the vessel).

Require Sailing Plan Amplification reports from the dinner cruise frequently. At each report update the HAND field with new route intentions and tell the vessel where to call with the next Sailing Plan Amplification report.

Persons on board

Some ferries report number of persons on board in case of a ferry boat disaster. This number should represent the TOTAL number of persons on the vessel, not just the number of passengers.

Type this information in the Remarks field using the following coded format.

For a report of 321 persons aboard type C321 in the Remarks field.

If the ferry doesn't report a passenger count enter nothing. Do not type **C0** ("C-zero").

Never direct any ferry vessel to provide a passenger count.

Revised 05/14/2007

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Stages of the ongoing dredging operation

Explanation

Ordinarily a vessel's transit begins and ends at a dock, anchorage, or VTS area boundary.

For vessels engaged in an ongoing dredging operation, transits end and begin at specific stages of an operation, regardless of where in the AOR the vessel may be.

Why?

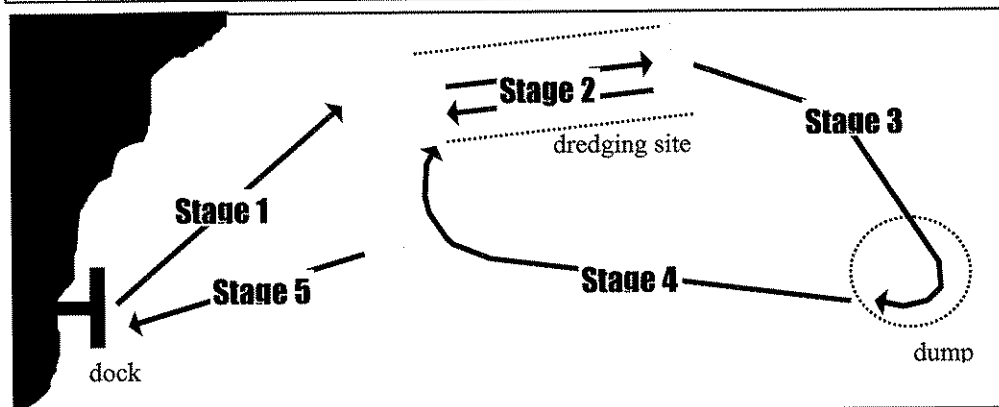
Ongoing dredging operations:

1. require VTS to keep special records for Federal Disposal Site administration;
2. are often long-term and often span more than one day. In order for VTS to accurately account for track management workload, the otherwise lengthy single transits are broken into multiple transits when the vessel's operational stage changes.

Process

The following process diagram shows the various stages of the ongoing dredging operation.

Stage	Dredge transits...
1	from DOCK/ANCHORAGE to DREDGING SITE.
2	WITHIN DREDGING SITE while dredging.
3	from DREDGING SITE to DISPOSAL SITE.
4	from DISPOSAL SITE back to DREDGING SITE.
5	from ANY STAGE back to DOCK.



Note: A tug towing a dump scow does not perform Stage 2. An Advisory is used to mark the dredge's (stationary) position.

Procedures to process an ongoing dredging project

Stage 1—Processing the transit from dock to dredge site

Procedure

The steps for responding to a dredge's Sailing Plan report from dock or anchorage to dredge site are the same as for any other Sailing Plan report. However, there is an increased chance that the TO information will not be in the data table.


Step	Action						
1	<p>Complete the UTDC with the following specific entries.</p> <table><tr><th>Field</th><th>Entry</th></tr><tr><td>FM</td><td>DOCK or ANCHORAGE NAME</td></tr><tr><td>TO</td><td>DREDGING AREA If the LOV window does not have the dredge site in it, leave the To field blank, enter the dredging site in the HAND field (to get it on the track tag), and start entering a new destination in the database.</td></tr></table>	Field	Entry	FM	DOCK or ANCHORAGE NAME	TO	DREDGING AREA If the LOV window does not have the dredge site in it, leave the To field blank, enter the dredging site in the HAND field (to get it on the track tag), and start entering a new destination in the database.
Field	Entry						
FM	DOCK or ANCHORAGE NAME						
TO	DREDGING AREA If the LOV window does not have the dredge site in it, leave the To field blank, enter the dredging site in the HAND field (to get it on the track tag), and start entering a new destination in the database.						
3	<p>Launch the track.</p> <ul style="list-style-type: none">• The vessel transits to the dredging area as a regular power-driven vessel.						

Procedures to process an ongoing dredging project

Stage 2—Processing “commenced dredging” report

Procedure

Perform the following steps when the dredge reports that it has arrived at the dredge site and is commencing dredging.

Step	Action
1	VAM QUICK TURN AROUND . <ul style="list-style-type: none"> • The transit ends. • FM field and TO field information trade places. • The transit fields clear. • A new transit begins.
	Wait two seconds.
2	Bring the record up in the UTDC.
3	Change the TO field to the dredge site name. Note: Both the FM and TO field should contain the dredge site name.
4	Type DREDGING in the HAND field.
5	Enter the estimated time that the dredge will depart for the dumpsite into the ETA field.
6	Strike [Ctrl O] to save the changes.

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Procedures to process an ongoing dredging project

Stage 3—Processing “departure for disposal site” report

Procedures

Perform the following steps when the dredge reports that it is departing the dredging area bound for the disposal site.

Table 1—Ending the dredging transit


Step	Action
1	VAM QUICK TURN AROUND . <ul style="list-style-type: none"> • The transit ends. • The HAND field is cleared. • A new transit begins.
	Wait two seconds.
2	Bring the record up in the UTDC.
3	Edit the TO field. Important: You must enter the disposal site name exactly as it is in the data table or this disposal run will not appear on the Army Corps of Engineers Disposal Site Administration Log. Disposal sites always start with the letter “D” followed by a one- or two-digit number.
4	Re-enter configuration in the TOW field.
5	Click Help on the Main Menu bar and select Dredge Confirmation.
6	Strike [Ctrl O] to save the changes.
7	Click OK in the Dredge Confirmation window.

Table 2—Managing the disposal-run transit


8	Monitor the dredge’s position as it approaches the disposal site to ensure that it dumps inside the boundaries of the disposal site.		
9	Do you suspect that the dredge might dump outside the disposal site? <table border="1" data-bbox="581 1402 1393 1453"> <tr> <td>Yes</td><td>Contact the dredge and voice VTS’s concerns.</td></tr> </table>	Yes	Contact the dredge and voice VTS’s concerns.
Yes	Contact the dredge and voice VTS’s concerns.		

Procedures to process an ongoing dredging project

Stage 4—Processing “dump completed” report

Procedures

Perform the following steps when the dredge reports that it has dumped the dredge spoils.

Step	Action
1	VAM QUICK TURN AROUND . <ul style="list-style-type: none"> • The transit ends. • From field and To field information trade places. • The HAND field is cleared. • A new transit begins.
	Wait two seconds.
2	Bring the record up in the UTDC.
3	Re-enter configuration in the TOW field.
4	If you suspect the dredge dumped outside the disposal site, do the following. <ol style="list-style-type: none"> 1. Advise the supervisor. 2. VAM: REG REMARKS and enter the violation. 3. Log the dredge’s latitude and longitude in the Remarks field. 4. Save a slide of the chart window. 5. Save a slide of the UTDC containing the transit data.

05/14/2007


Procedures to process an ongoing dredging project

Stage 5—Processing “discontinue dredge operation” report

Procedure

Perform the following steps when a dredge reports at any stage that it is bound for a destination other than the dredge site or disposal site.

Table 1—Ending the transit

Step	Action
1	VAM QUICK TURN AROUND . <ul style="list-style-type: none">• The transit ends.• From field and To field information trade places.• The HAND field is cleared.• A new transit begins.
	Wait two seconds.
2	Bring the record up in the UTDC.
3	Re-enter configuration in the TOW field.
4	Enter the new destination in the TO field.

Appendix A

Table of commonly used route intention abbreviations

Table The following table shows how some of the commonly used route intentions and transit information may be abbreviated.

Route intentions are captured in the HAND field of the UTDC.

Note: The following abbreviations are not intended as rules but rather as examples.

Operation or remark...	Abbreviation in context with example...	Example communication...
Pilot change	PCBLNT	<i>...conducting a pilot change at Point Blunt...</i>
Going alongside	AS SRNS	<i>...for A9 to go alongside the SR North Slope...</i>
Turning off the dock	TURN DK	<i>...and we'll be turning off the dock, then...</i>
Turning at Schnitzers (OAK 65)	TURN SCHZ	<i>...and we'll be turning at Schnitzers, then...</i>
In or outside channel	SPSC	<i>...and we'll transit south of Pinole Shoal Channel...</i>
Adjusting tow	A5 ADJ	<i>...bound for A5 to adjust tow then on to the...</i>
Swinging compass	SW COMP	<i>We'll be swing compass in the South SF Bay.</i>
Engine trials	ENG TRIALS	<i>...conducting engine trials in the South SF Bay.</i>
Central Bay deviation	W ETL	<i>...from P35. We'll be going west in the Eastbound Traffic Lane for Sea.</i>
Search and rescue	SAR	<i>...conducting search and rescue in the vicinity of the Golden Gate Bridge...</i>
Helicopter operations	HELO	<i>...conducting Helo Ops north of Alcatraz...</i>
Dredging operations	DREDGING	<i>...commenced dredging off Ferry Pt...</i>
Request minimum wake	MW	<i>...and we request a no wake (slow bell) from passing vessels...</i>
Proceeding on a slow bell	SLOW	<i>...bound for B22 proceeding on a slow bell awaiting dock space...</i>
Deep water traffic lane	DWTL	<i>...using the Deep Water Traffic Lane outbound for sea...</i>
Eastbound traffic lane	ETL	<i>...using the Eastbound Traffic Lane bound for A9...</i>
Westbound traffic lane	WTL	<i>...using the Westbound Traffic Lane bound for Sea...</i>
Oakland Bay Bridge span	DE	<i>...using the Delta-Echo span for Oakland B22.</i>
Richmond San Rafael Bridge span	WRSRB	<i>...using the west span of the Richmond San Rafael Bridge, bound for...</i>
Tug working channel	7A	<i>...from B22 for Sea working tugs on channel 7A...</i>
Side to the dock	PS (SS)	Pilots list says port side to (starboard side to).
Hazardous materials carrier	HAZMAT	MSO designated as a HAZMAT carrier in accordance with 33CFR160.
South of the Main Ship Channel	S MSC	<i>"...and we'll be transiting south of the Main Ship Channel..."</i>
No escort	NESC	<i>"...and we'll have no escort tugs..."</i>

Appendix B

Track tag layout

Purpose of the track tag Transit data are entered into the UTDC and displayed on the track tag.

Diagram The tables diagram below explains the parts and functions of the track tag.

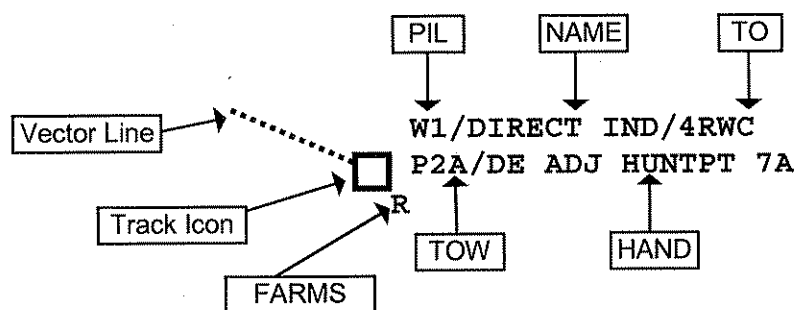
Part 1—Symbology

Part	Function
Track icon	Simple geometric shape that represents the category of vessel being tracked. (See Icon definitions on pg. 17.)
Vector line	Indicates direction of movement and projected position in a specific time period. (You set the time period).
FARMS tracking status indicator	Single character that indicates tracking status. 1. F - Fused track (not used yet) 2. A - AIS track 3. R - Radar track. Sector summary says GOOD. 4. M - Manual track. 5. S - Standard Route track.

Part 2—Text tag

Field	Shows the first...	...of the UTDC...
PIL	3 characters	PIL (pilot) field.
NAME	10 characters	NAME (vessel name) field.
TO	5 characters	TO (destination) field.
TOW	3 characters	TOW (towing configuration) field.
HAND	16 characters	HAND (transit handling) field.

Note: The diagram below depicts a towing vessel with a pilot in order to show all of the fields of the track tag fully populated



Appendix C

Icon definitions

Explanation At VTS San Francisco icons are used to represent vessel characteristics which are pertinent to the enforcement of the National VTS Regulations and the San Francisco Bay region RNA Regulations.

Automatic association Every vessel record in the Vessel ID Table is automatically associated with an icon. This automatic association is usually correct for all vessels except towing vessels.








Since towing vessels' RNA applicability is based on their tow—not on the tug—a towing vessel's icon must be adjusted for each transit.

Changing an icon The icon is changed through the UTDC ICON field.

Changes to a vessel's icon apply until the vessel is docked, anchored, or made out of AOR.

List The following table describes the icons and gives their meanings.

Note: The terms LARGE VESSEL and HIGH-RISK VESSEL refer to the categories of vessels defined in the Regulated Navigation Areas Training Guide.

Shape	Color	Name	Stands for...
	green	TKR-G	VMRS User
	orange	TKR-P	VMRS User — LARGE VESSEL
	yellow	TKR-H	VMRS User — HIGH-RISK VESSEL
	green	TOW-G	Towing vessel — VMRS User
	orange	TOW-P	Towing vessel — VMRS User — LARGE tow
	yellow	TOW-H	Towing vessel — VMRS User — HIGH-RISK tow
	blue	FER	Commuter ferry or tour vessel
	blue	GOVT	Participating non-VMRS User
	magenta	UNK	Unidentified vessel of interest

Ch7



Offshore Data Collection and Reporting COMP

Offshore Data Collection and Reporting

Overview This document contains the procedures for processing and reporting data from vessels offshore.

In this section This section covers the following topics.

Topic	See Page
Inbound Offshore vessel Sailing Plan report	2
Data Entry for Offshore Vessels with AIS and Radar Tracking	3
Offshore routes, reporting points, and ETA points	4
Divisions of the ocean approaches for the OVTA	9
Offshore Vessel Traffic Advisory (OVTA) procedures	11
Responding to offshore vessel position reports	13
Offshore example communications	14
Appendix A—Data Entry for Manual Tracking Offshore	16
Entering Latitude and Longitude	17

Inbound Offshore vessel Sailing Plan report

Sailing Plan Report

An inbound offshore vessel's Sailing Plan report will consist of the following data elements.

Note: The reporting format below is also used for the Sailing Plan Amplification report for vessels outbound from the Offshore Pilot Station.

Data element...	UTDC Form field...	What it sounds like...
1. Vessel's name	NAME	<i>This is the CS Nedlloyd Tokyo entering your system...</i>
2. Position	Listen and verify but do not type this in the UTDC.	<i>...abeam Pescadero Point in position 37 degrees 17.5 minutes north, 122 degrees 34.5 minutes west.</i>
3. Reported Course	Handling	<i>My course is 020...</i>
4. Reported Speed	Handling	<i>...speed 15 knots.</i>
5. Route	[leave blank]	
6. ETA 1	Handling	<i>Estimating Pillar Point at 1900.</i>
7. ETA 2	Handling	<i>Estimating the SFSB at 2020.</i>

Note: If a vessel reports an extra ETA (e.g., traffic lane buoy) or other amplifying transit information, type it in the Remarks field.

Diagram of information in the UTDC form

The diagram below shows the completed UTDC just before launching the track.

The vessel's position coincides with the position of the AIS-passive track. The data was brought into the UTDC by typing the vessel name in the UTDC.

FM and TO information is present because there was a Prospective List record for this AIS-passive target.

FM: SEAS TO: B22 OAKLAND OUTER HBR

SR: CRS: 019.5 SPD: 14.8

TOW: ICON: TKR-P

T-DFT: ft T-DFT: m

HAND: 020 15 1900 2020 ETA:

LAT: 371730.0 LON: 1223430.0

AIS Course and Speed are displayed if target is AIS-passive.

LAT & LON are displayed if the target is AIS-passive.

Data Entry for Offshore Vessels with AIS and Radar Tracking

Table

The table below describes what to type in each UTDC field when recording Sailing Plan data for offshore vessels during AIS and/or radar tracking.

Table 1--Handling Field

Element	Explanation
1. Course and speed	Reported (in the Sailing Plan) course and speed. Note: When entering this information in the UTDC Handling field for offshore vessels, always round <u>reported</u> course and speed values to the nearest whole number. Round up for decimal-5 values (e.g., 12.5 knots is entered and reported as 13 knots).
2. ETA1	For both inbound and outbound vessels, this is the ETA at the seaward end of an IMO traffic separation scheme. <ul style="list-style-type: none"> • north—Point Reyes • west—Southeast Farallon Island • south—Pillar Point
3. ETA 2	1. For inbound vessels this is the ETA at the San Francisco Sea Buoy. 2. For outbound vessels this ETA is as follows. <ul style="list-style-type: none"> • north—Bodega Head or Cordell Bank • west—western limit or southwestern limit • south—southern limit

Table 2--Remarks field

4. ETA X	Type additional ETA information in the Remarks field with a short abbreviation telling the position the ETA is for followed by four-digit time.
5. Important text	Type in the Remarks field route intentions or other important text information that will be reported in traffic reports and broadcasts.

FM: SEAS TO: B22 OAKLAND OUTER HBR
SR: CRS: 019.3 SPD: 15.1
TDW: 1 2 3 ICON: TKR-P AIS Course and Speed
T-DFT: 1 2 T-DFT: m
HAND: 020 15 1900 1945 ETA:
LAT: 371730.0 LON: 1223430.0 AIS Position
SBY 1930 4
0 VIS PESC PT 5

UTDC for an Offshore AIS or Radar Track Vessel

Offshore routes, reporting points, and ETA points

ETA points

For vessels in the offshore area, collect ETA information for at least two ETA points. Vessels will make Position reports at these ETA points (reporting points) and update their ETAs and transit information to the next ETA points.

Since most offshore vessels follow highly predictable routes, ETAs are typed in the Handling field without amplifying text.

The diagrams on the following pages will show the typical transit routes for vessels in the offshore area. Their ETA 1 and ETA 2 points and their reporting points are annotated.

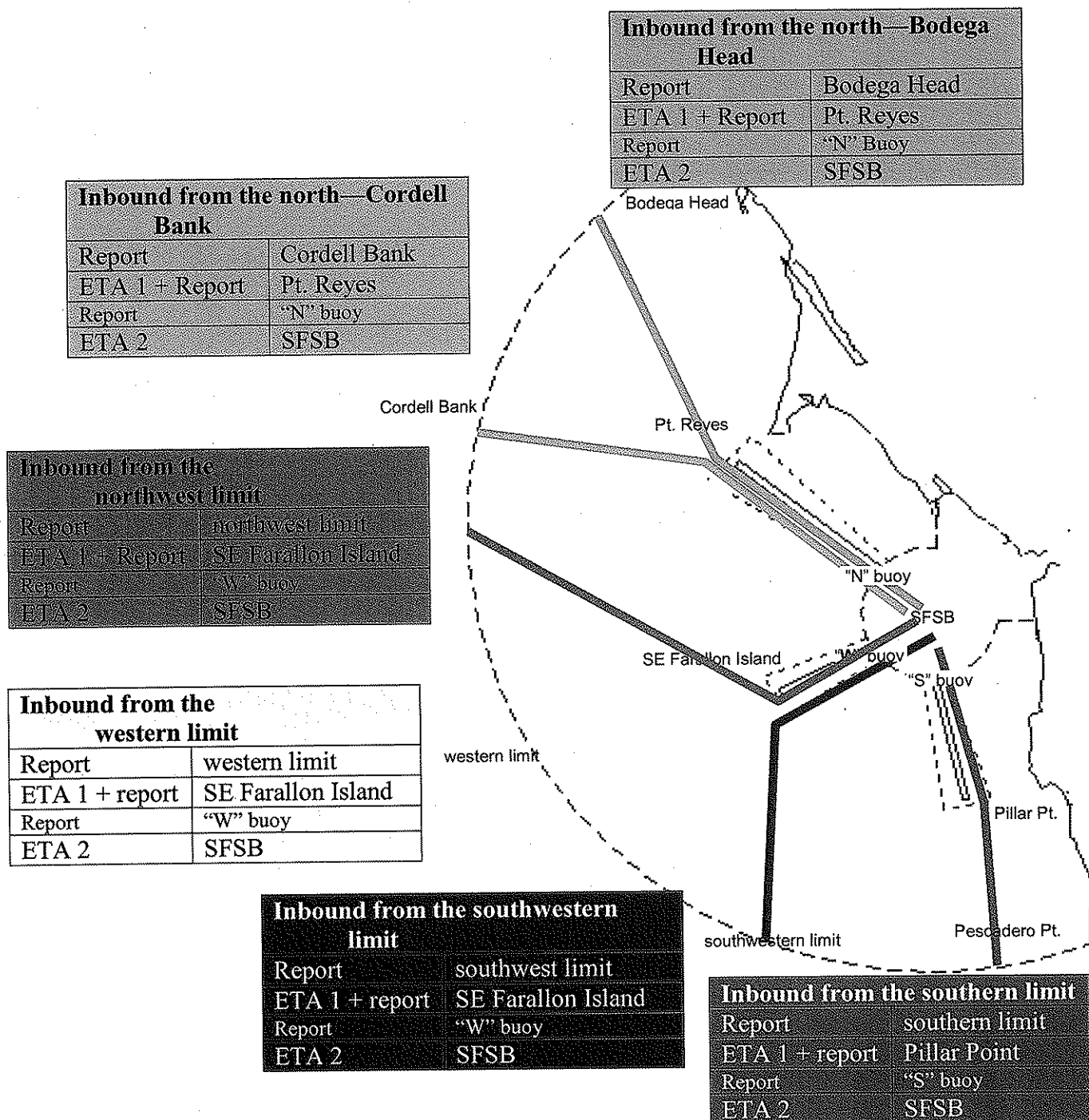
TSS buoys

All inbound and outbound vessels will also make Position reports at the appropriate Traffic Separation Scheme buoy (November, Whiskey, or Sierra buoy).

Continued on next page

Offshore routes, reporting points, and ETA points, Continued

Inbound points The following diagram shows ETA and reporting points for inbound vessels.



Continued on next page

Offshore routes, reporting points, and ETA points, Continued

Outbound points

The following diagram shows ETA and reporting points for outbound vessels.

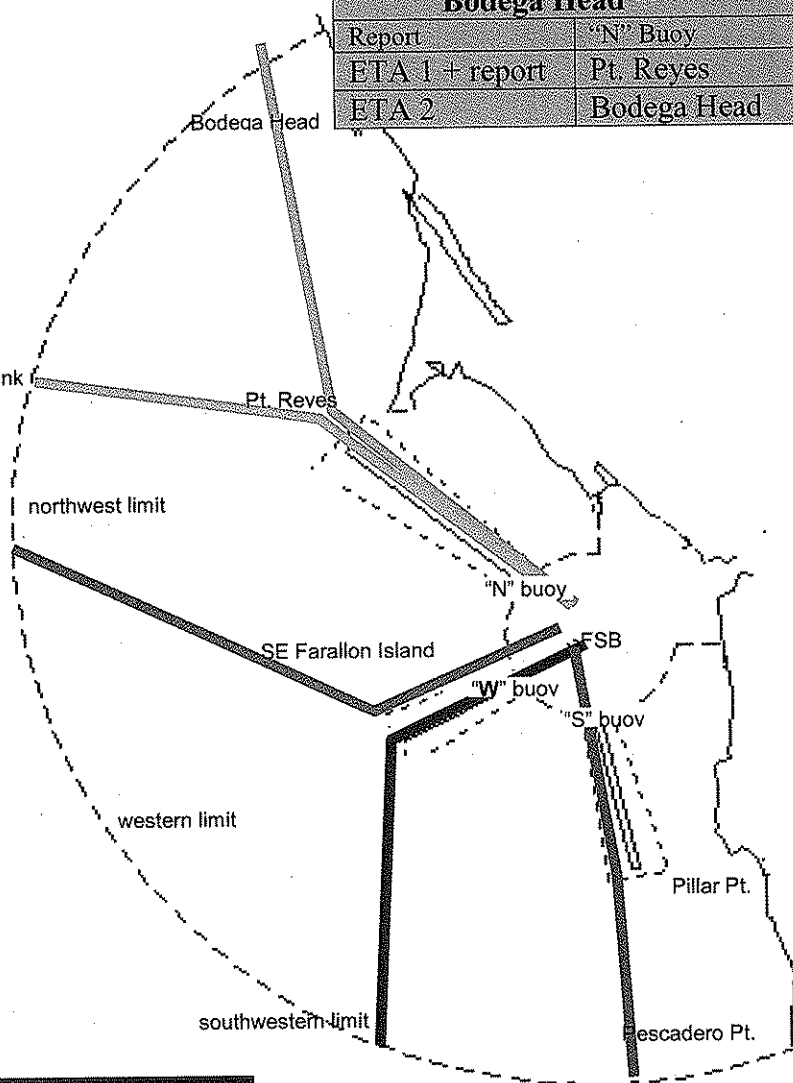
Outbound to the north— Cordell Bank	
Report	"N" Buoy
ETA 1 + report	Pt. Reyes
ETA 2	Cordell Bank

Outbound to the northwest limit	
Report	"W" buoy
ETA 1 + report	SE Farallon Island
ETA 2	northwest limit

Outbound to the western limit	
Report	"W" Buoy
ETA 1 + report	SE Farallon Island
ETA 2	western limit

Outbound to the southwest limit	
Report	"W" buoy
ETA 1 + report	SE Farallon Island
ETA 2	southwest limit

Outbound to the north— Bodega Head	
Report	"N" Buoy
ETA 1 + report	Pt. Reyes
ETA 2	Bodega Head



Outbound to the southern limit	
Report	"S" buoy
ETA 1 + report	Pillar Point
ETA 2	Pescadero Pt.

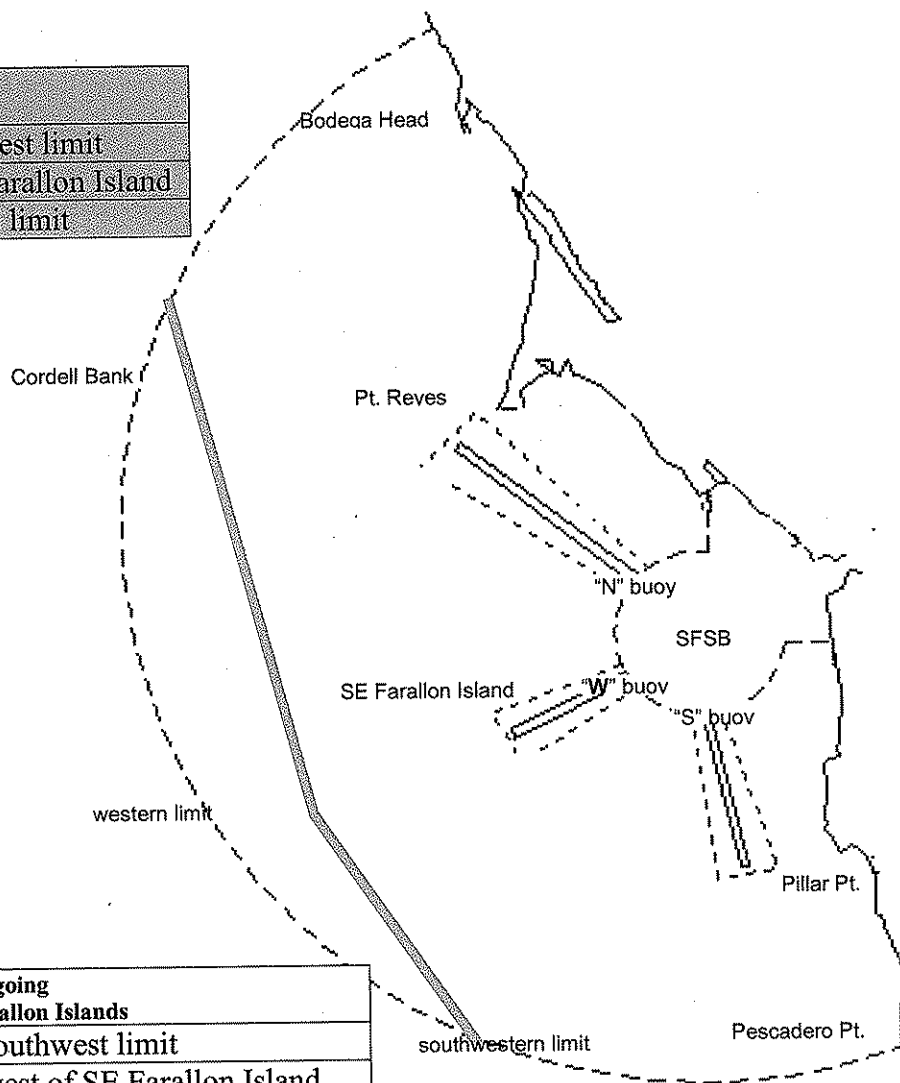
Continued on next page

Offshore routes, reporting points, and ETA points, Continued

Transiting west of the Farallon Islands

The following diagram shows ETA points for vessels transiting the offshore area going west of the Farallon Islands.

Transiting to the south going WEST of the Farallon Islands	
Report	north/northwest limit
ETA 1 + report	west of SE Farallon Island
ETA 2	southwestern limit



Transiting to the north going WEST of the Farallon Islands	
Report	southwest limit
ETA 1 + report	west of SE Farallon Island
ETA 2	Cordell Bank

Continued on next page

Offshore routes, reporting points, and ETA points, Continued

Transiting east of the Farallon Islands

The following diagram shows ETA points for vessels transiting the offshore area east of the Farallon Islands.

Notice that these transits are broken into two parts. This is because these vessels will potentially cross two Traffic Separation Schemes. It is useful to ascertain the ETAs for these crossings.

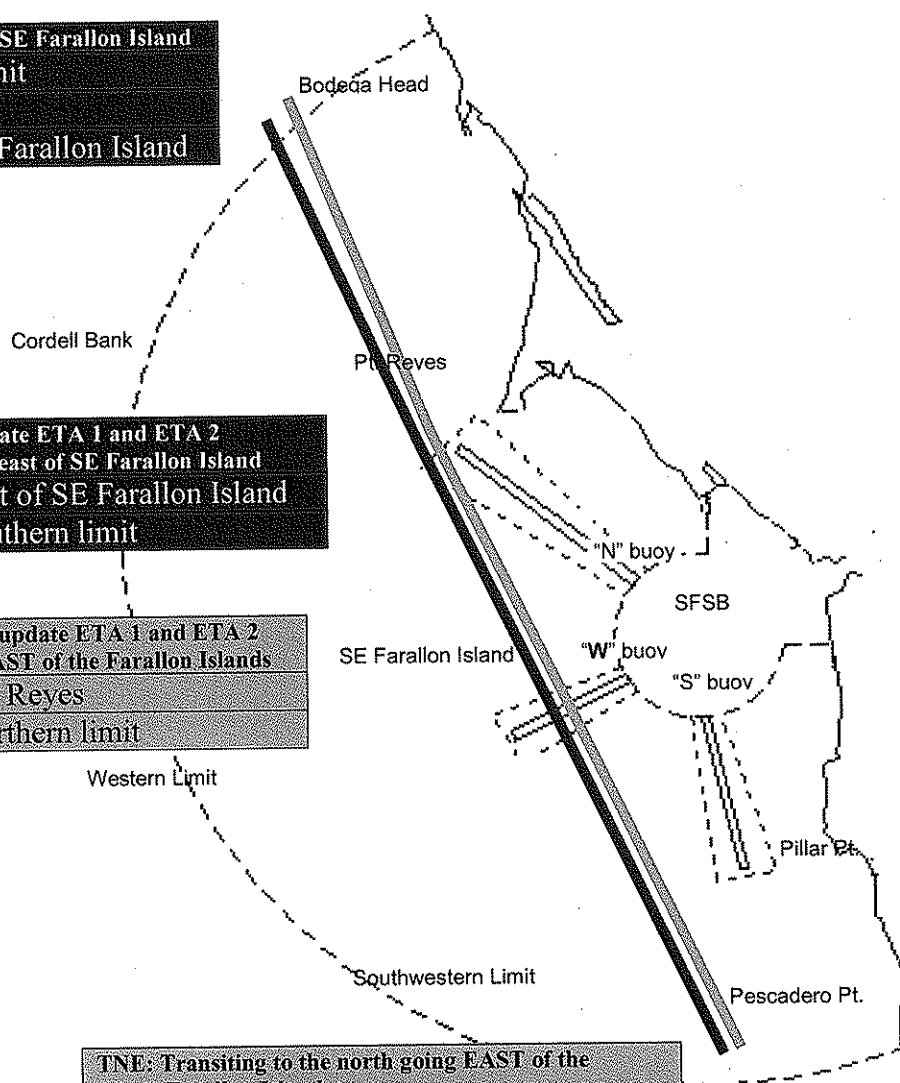
So that you will always have at least two ETA points recorded, update ETA 1 and ETA 2 at the first reporting point.

Transiting to the South going east of SE Farallon Island	
Report	northern limit
ETA 1 + report	Pt. Reyes
ETA 2 + report	east of SE Farallon Island

At Pt. Reyes, update ETA 1 and ETA 2 North to south going east of SE Farallon Island	
ETA 1 + report	east of SE Farallon Island
ETA 2 + report	southern limit

At SE Farallon Island update ETA 1 and ETA 2 South to north going EAST of the Farallon Islands	
ETA 1 + report	Pt. Reyes
ETA 2 + report	northern limit

TNE: Transiting to the north going EAST of the Farallon Islands	
Report	southern limit
ETA 1 + report	east of SE Farallon Island
ETA 2 + report	Pt. Reyes



Divisions of the ocean approaches for the OVTA

Area explanations

The ocean area approaching San Francisco Bay is divided into six areas for the purpose of the OVTA. The table below and the diagram on the next page describe each area.

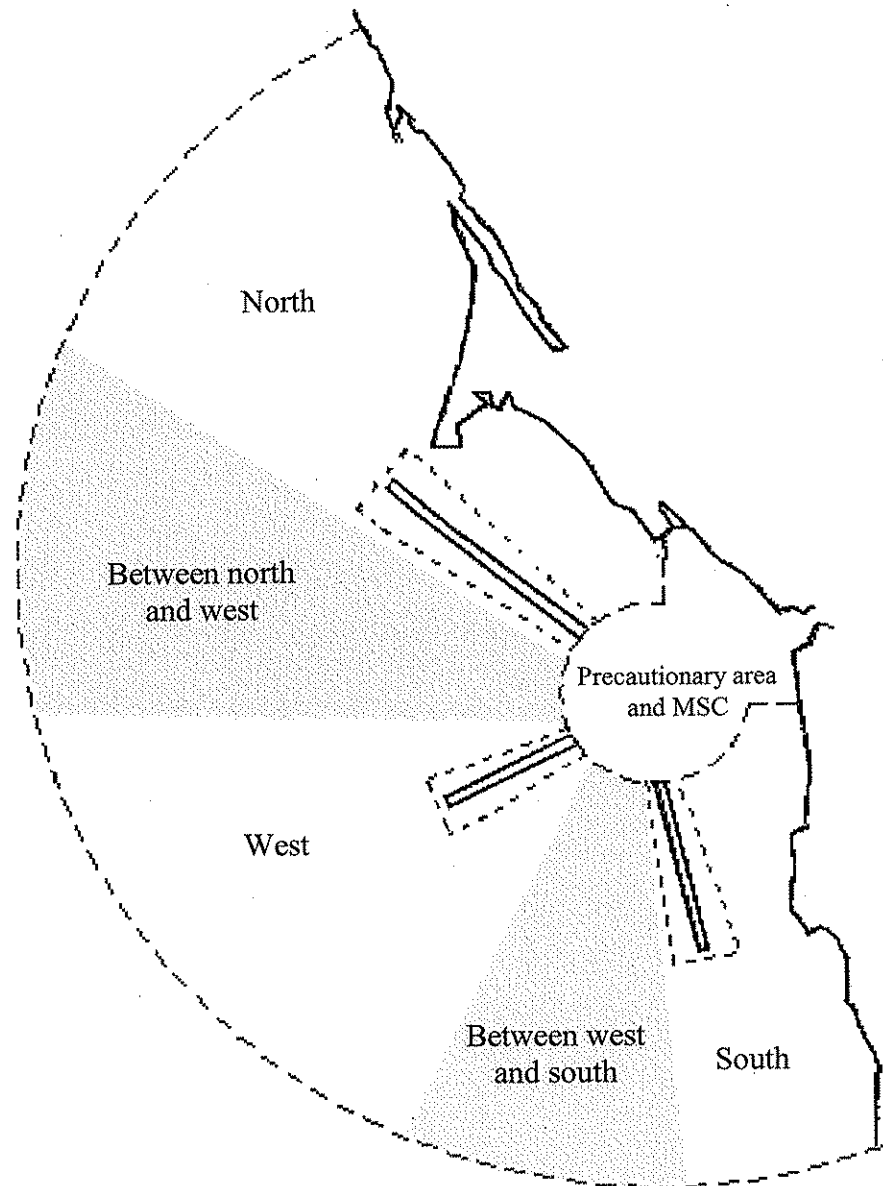
Area	Explanation
1. North	This area encompasses the Northern Traffic Separation Scheme and its approaches from the vicinity of Bodega Head and Cordell Bank. It includes the waters shoreward of the Northern Traffic Separation Scheme.
2. West	The west area consists of the Main (Western) Traffic Separation Scheme and its approaches from the western limit.
3. South	The south area is the Southern Traffic Separation Scheme and its approaches from the vicinity of Pescadero Point. This includes the waters shoreward of the Southern Traffic Separation Scheme.
4. Between north and west	These terms refer to the waters between the respective traffic schemes. They apply to vessels that are: a. transiting across the Offshore sector without entering the Offshore Precautionary Area (e.g., vessels transiting between Los Angeles and Seattle); b. transiting inbound or outbound between the TSSs; c. conducting operations between the TSSs (e.g., research vessels).
5. Between west and south	
6. Precautionary Area and Main Ship Channel	This area comprises the Offshore Precautionary Area and Main Ship Channel as far east as the COLREGS Demarcation Line. This area includes the Bonita Channel.

Continued on next page

Divisions of the ocean approaches for the OVTA, Continued

Diagram

The diagram below shows the offshore as divided for the Offshore Vessel Traffic Advisory.



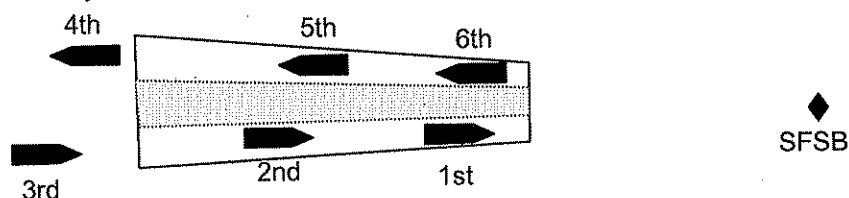
Offshore Vessel Traffic Advisory (OVTA) procedures

Time and channel

Perform the OVTA on VHF FM Channel 12 at minute 15 and minute 45 of each hour.

Order of vessels

In each area (excluding the Offshore Precautionary Area) report vessels in the order that they would be encountered. Start with the inbound vessels.



AIS or Radar Tracking

Report the actual bearing and range from the San Francisco Sea Buoy for each vessel that is tracked by radar or AIS. Also use this procedure for manual tracks if radar video is visible, even if radar tracking is not possible.

Example: "...the tanker Oilier bearing 180 degrees, range 24 nautical..."

Manual Tracking

Report time at last position for each vessel that is not being tracked by radar or AIS. See Appendix A.

Example: "...the tanker Oilier time 1900 reported position bearing..."

Reporting unusual transits

The script on the following page will cover vessels transiting and approaching TSSs in the routine fashion. For vessels transiting between TSSs, approaching a TSS from an unusual direction, or engaged in special operations, use the script as a guideline for improvising. See **Offshore example communications**.

Reporting "no traffic"

1. With no traffic to report in the north or west or south tract, say:
"In the [TRACT NAME(S)] there is no reported traffic."
 2. With no traffic to report in the entire Offshore area, say:
"There is no reported traffic in the Offshore Sector."
 3. When there is no traffic to report between tracts or in the Offshore Precautionary Area/Main Ship Channel, don't mention those areas.
-

Continued on next page

Use the following procedure and script when formulating the OVTA..

Step	Report part	What you say
1	Preamble	<i>This is United States Coast Guard Vessel Traffic Service San Francisco. Following is the Offshore Sector Vessel Traffic Advisory as of time [TIME].</i>
2	Inbound <u>AIS</u> or <u>radar</u> tracking	<p><u>2a. Inbound in the TSS:</u> <i>Inbound in the [TSS NAME] Traffic Lane</i></p> <p><u>2b. Inbound approaching the TSS:</u> <i>Inbound from the [CARDINAL DIRECTION]</i></p> <p>[VESSEL TYPE & NAME] <i>-bearing [DDD] degrees</i> <i>-range [RR.R] nautical miles from the San Francisco Sea Buoy</i> <i>-reported course [CCC] degrees</i> <i>-speed [SS.S] knots</i></p> <p>Skip if vessel is in the TSS.... <i>-estimated time [at ETA 1] [HHMM]</i> <i>-estimated time [at ETA 2] [HHMM].</i></p>
(2)	(Alternate step) Inbound <u>manual</u> tracking. No radar video.	<p><u>2a. Inbound in the TSS:</u> <i>Inbound in the [TSS NAME] Traffic Lane</i></p> <p><u>2b. Inbound approaching the TSS:</u> <i>Inbound from the [CARDINAL DIRECTION]</i></p> <p>[VESSEL TYPE & NAME] <i>-at time [HHMM] reported position...</i> <i>-bearing [DDD] degrees</i> <i>-range [RR.R] nautical miles from the San Francisco Sea Buoy</i> <i>-reported course [CCC] degrees</i> <i>-speed [SS.S] knots</i></p> <p>Skip if vessel is in the TSS.... <i>-estimated time [at ETA 1] [HHMM]</i> <i>-estimated time [at ETA 2] [HHMM].</i></p>
3	Outbound <u>AIS</u> or <u>radar</u> tracking	<p><u>3a. Outbound in the TSS:</u> <i>Outbound to the [CARDINAL DIRECTION]</i></p> <p><u>3b. Outbound approaching the TSS:</u> <i>Outbound in the [TSS NAME] Traffic Lane</i></p> <p>[VESSEL TYPE & NAME] <i>-bearing [DDD] degrees</i> <i>-range [RR.R] nautical miles from the SF Sea Buoy</i> <i>-reported course [CCC] degrees</i> <i>-speed [SS.S] knots</i></p> <p>Skip if vessel is out of TSS.... <i>-estimated time [at ETA 1] [HHMM]</i> <i>-estimated time [at ETA 2] [HHMM].</i></p>
(3)	(Alternate step) Outbound <u>manual</u> tracking No radar video.	<p><u>3a. Outbound in the TSS:</u> <i>Outbound to the [CARDINAL DIRECTION]</i></p> <p><u>3b. Outbound approaching the TSS:</u> <i>Outbound in the [TSS NAME] Traffic Lane</i></p> <p>[VESSEL TYPE & NAME] <i>-at time [HHMM] reported position...</i> <i>-bearing [DDD] degrees</i> <i>-range [RR.R] nautical miles from the San Francisco Sea Buoy</i> <i>-reported course [CCC] degrees</i> <i>-speed [SS.S] knots</i></p> <p>Skip if vessel is out of TSS.... <i>-estimated time [at ETA 1] [HHMM]</i> <i>-estimated time [at ETA 2] [HHMM].</i></p>
4	Offshore Precautionary Area	<p><i>In the Offshore Precautionary Area</i></p> <p>[VESSEL TYPE & NAME] <i>-Describe approximate position in reference to SFSB.</i> <i>-Describe intentions up to the next anticipated reporting point.</i></p>
5	Bar channel inbound	<p><i>In the Main Ship Channel inbound</i></p> <p>[VESSEL TYPE & NAME] <i>-Describe approximate position in reference to buoys.</i> <i>-Describe intentions up to the Golden Gate Bridge.</i></p>
6	Bar channel outbound	<p><i>In the Main Ship Channel outbound</i></p> <p>[VESSEL TYPE & NAME] <i>-Describe approximate position in reference to buoys.</i> <i>-Describe intentions up to the TSS.</i></p>
7	Closing	<p><i>Listen for the next scheduled broadcast on Channel 12 at time [HHMM].</i></p> <p><i>This is United States Coast Guard Vessel Traffic Service San Francisco. Out.</i></p>

Responding to offshore vessel position reports

General rule Treat all Offshore Sector and Offshore Precautionary Area Position reports as Sailing Plan Deviation/Amplification reports and perform all associated VMRS communications procedures—readback, traffic report, and traffic turnaround.
In addition, perform the following procedures for directing where and when the vessel shall re-establish communications with VTS.

Improvise if necessary You must be able to improvise and modify the following procedures to deal with vessels transiting outside of normal traffic routing or engaging in special operations. In such cases modify the key phrases (underlined phrases) but ensure that the meaning of each key phrase is not lost.

Procedures In addition to routine VMRS communications, perform the following procedures when communicating with offshore vessels

Procedure 1—Vessel inbound from sea

Stage	Vessel reports at...	What you say and do
1	Offshore sector boundary.	Direct vessel to " <i>Call again at Pt. Reyes</i> " or "... <i>Southeast Farallon Island</i> " or "... <i>Pillar Point</i> ." These places are near the seaward end of a TSS.
2	Seaward entrance of the IMO Traffic Separation Scheme (TSS).	Direct vessel to " <i>Call again at the November buoy</i> " or "... <i>Whiskey buoy</i> " or "... <i>Sierra Buoy</i> ." These buoys mark the junction of a TSS and the boundary of the Offshore Precautionary Area.
3	TSS buoy.	Direct vessel to " <i>Switch and monitor channels 13 and 14</i> ."

Procedure 2—Vessel outbound from the Offshore Precautionary Area

Step	Vessel reports at...	What you say and do
1 EARLY REPORT	Offshore Precautionary Area after disembarking pilot.	Direct vessel to " <i>Call again at the November buoy</i> " or "... <i>Whiskey buoy</i> " or "... <i>Sierra Buoy</i> ." Each of these buoys marks the junction of a TSS and the boundary of the Offshore Precautionary Area.
2	TSS buoy	a. Direct vessel to " <i>Switch to channel 12</i> " if the call is not on 12. b. On channel 12, perform Readback, Traffic report, and Traffic Turnaround. c. Direct vessel to " <i>Call again at Pt. Reyes</i> " or "... <i>Southeast Farallon Island</i> " or "... <i>Pillar Point</i> ."
3	Offshore sector boundary	State " <i>Have a safe voyage. No further calls to Traffic are required. Traffic out.</i> "

Offshore example communications

Overview Use the following examples as guidelines for formulating communications.

Precautionary Area and Main Ship Channel Consider the following scenarios and example communications when describing vessel positions and intentions in the Offshore Precautionary Area and Main Ship Channel.

Scenario	Example
Two vessels maneuvering in the Offshore Precautionary Area.	<p><i>"In the Offshore Precautionary Area</i></p> <ol style="list-style-type: none"> <i>1. the tanker Chevron Oregon is one nautical mile north of the sea buoy disembarking the pilot. Will be outbound to the north.</i> <i>2. The tanker Tavi is three nautical miles south of the sea buoy inbound for the pilot area."</i> <p>Round off distances to the nearest nautical mile. Use general compass bearings relative to the SFSB.</p>
Two vessels inbound in the Main Ship Channel.	<p><i>"In the Main Ship Channel inbound</i></p> <ol style="list-style-type: none"> <i>1. the tanker Silvan Sea is approaching Mile Rocks inbound for Richmond.</i> <i>3. The container ship HanjinBeijing is between Main Ship Channel 1 and 2 inbound for Oakland."</i> <p>State the port to which each inbound vessel is destined.</p>
Two vessels outbound in the Main Ship Channel.	<p><i>"In the Main Ship Channel outbound</i></p> <ol style="list-style-type: none"> <i>1. the container ship Tokyo is between Main Ship Channel 5 and 6 outbound for the pilot area, after the pilot disembarks, the vessel will outbound to the north.</i> <i>2. The tanker Kiwi is abeam Point Bonita outbound for the pilot area, after the pilot disembarks, the vessel will outbound to the west."</i>

Continued on next page

Offshore example communications, Continued

Special situations

Consider the following scenarios and example communications when describing special situations or vessel intentions in the course of offshore communications.

Scenario	Example
Unusual route intentions.	After reporting a position you might say <i>"...intends to transit south of the Main Ship Channel..."</i>
Vessel's operations do not fall clearly inside the procedures for reporting inbound and outbound vessels.	After reporting traffic in the northern tract you might say <i>"The research vessel Research Ace is maneuvering on various courses and speeds near position ____ conducting research with gear in the water."</i>
Reported hazardous weather conditions.	After reporting the southern tract you might say <i>"Dense fog with zero visibility is reported in the vicinity of Pillar Point."</i>
Concentrations of small vessels (whether reported or spotted on radar).	After reporting traffic in the Main Ship Channel you might say <i>"Traffic's display shows a concentration of small radar contacts in the vicinity of Mile Rocks."</i>
Vessel transiting from abeam Southeast Farallon Island to the southwestern limit.	After reporting the western tract you might say <i>"Transiting from north to south, the freighter Wood Chips is four nautical miles south of Southeast Farallon Island. Position bearing..."</i>

Appendix A—Data Entry for Manual Tracking Offshore

Manual Tracking UTDC Data Layout

Overview

The table below describes what to type in each UTDC field when recording Sailing Plan data for offshore vessels during manual tracking conditions.

Data	Explanation
1. Time of report	Enter the time that the vessel makes a Sailing Plan or Position report to VTS.
2. Bearing and range	Immediately after launching the track, convert the automatically-plotted latitude/longitude position into bearing and range from the San Francisco Sea Buoy. As the vessel makes subsequent Position reports to VTS, update this information.
3. Direction	General direction of travel. <ul style="list-style-type: none"> • IN = inbound • OUT = outbound • NS = transiting north to south • SN = transiting south to north
4. LAT and LON	When the vessel makes a Sailing Plan report, enter the vessel's reported LAT and LON. See procedures on the next page.
5. Course, speed, and ETA	This format is exactly like the format described in Table 1 on page 3. In this case it is simply typed in the Remarks field instead of in the Handling field. Format: CCC SS ETA1 ETA2 020 20 1900 1945

FM: SEAS TO: B22 OAKLAND OUTER HBR

SR: ISL CRS: SPD: 20

TOW: 1 2 3 ICON: TKR-P

T-DFT: : m

HAND: 1835 172 29 IN ETA:

LAT: 371730.0 LON: 1223430.0

020 20 1900 1945

UTDC for an Offshore Manual Track Vessel

Entering Latitude and Longitude

Guidelines

When entering data into the UTDC LAT & LON fields, you must follow the guidelines stated below.

1. Use the following format. Failure to do so will result in the UTDC error code: *"Warning: 1 or more fields failed validation."* This will prevent the manual track from launching.

Format

Latitude	DDMMSS.t
Longitude	DDDMMSS.t

Key

D = Degrees
M = Minutes
S = Seconds (whole numbers)
t = Tenths of seconds

2. Fill every place in the LAT and LON reference. If there are no seconds or tenths of seconds reported you must enter zeros in their places (e.g., DDMM00.0).
3. If the vessel reports seconds as tenths of minutes (e.g., DDMM.5) you must convert the tenths of minutes into seconds before entering it (e.g., DDMM30.0). Refer to the conversion table below.

Table

Use the conversion table below for converting tenths of minutes to seconds.

Frequently reported as (tenths of minutes)	Always entered as (number of seconds)
DDMM.1	06.0
DDMM.2	12.0
DDMM.3	18.0
DDMM.4	24.0
DDMM.5	30.0
DDMM.6	36.0
DDMM.7	42.0
DDMM.8	48.0
DDMM.9	54.0

Ch8



Advisories COMP

Advisories

Introduction

Overview

This section contains the procedures for creating and working with the advisories.

In this section

This section covers the following topics.

Topic	See Page
Advisory initial report procedure	2
Advisory final report procedure	3
Advisory codes	4
Generic advisory form	5
Marine event advisory form	6
AtoN advisory form	7
Advisory list window and pop-up menu	8
Advisory tag and pop-up menu	10
Advisory form known problems	11

Advisory initial report procedure

Terminology	The term <u>advisory initial report</u> is the advisory equivalent to the term vessel Sailing Plan report.																
Communications	When responding to an advisory initial report, use the Sailing Plan report procedures for structuring communications.																
Recurring advisory	<p>A recurring advisory is used for an operation that starts and stops repeatedly and has some of the same information pertaining to it each time. For these advisories, an inactive advisory record is often stored in the appropriate Advisory List.</p> <p>When initiating the recurring advisory select the inactive record from the list, update the information, and then activate the advisory.</p>																
Procedure	<p>Perform the following procedure when a vessel or activity makes an initial advisory report to VTS.</p> <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>1</td><td> <p>Activate the appropriate Edit Advisory form. Activate the Edit Advisory form directly from the Chart Window menu bar or through the Advisory List depending on whether you suspect the existence of a stored recurring advisory.</p> <table border="1"> <thead> <tr> <th>Type of call</th><th>Typical procedure to follow</th></tr> </thead> <tbody> <tr> <td>MARINE EVENT</td><td>Open the Marine Event Advisory List to select a prepared advisory.</td></tr> <tr> <td>ATON</td><td>Open the ATON Advisory form to initiate a new advisory.</td></tr> <tr> <td>GENERIC</td><td> <ul style="list-style-type: none"> If you suspect a recurring Advisory open the Generic Advisory list. If you suspect a new Advisory open the Generic Advisory form. </td></tr> </tbody> </table> </td></tr> <tr> <td>2</td><td> <p>Record reported information in the Edit Advisory form.</p> <ul style="list-style-type: none"> Avoid full sentences; use terse phrases. Take control of the communications early and direct the caller to provide information piece by piece if necessary. (This avoids rambling, incomplete reports.) </td></tr> <tr> <td>3</td><td> <p>Click in the Activate checkbox and push the APPLY button.</p> <ul style="list-style-type: none"> The advisory tag will appear on the plot on all ODPs in all applicable chart windows. </td></tr> </tbody> </table>	Step	Action	1	<p>Activate the appropriate Edit Advisory form. Activate the Edit Advisory form directly from the Chart Window menu bar or through the Advisory List depending on whether you suspect the existence of a stored recurring advisory.</p> <table border="1"> <thead> <tr> <th>Type of call</th><th>Typical procedure to follow</th></tr> </thead> <tbody> <tr> <td>MARINE EVENT</td><td>Open the Marine Event Advisory List to select a prepared advisory.</td></tr> <tr> <td>ATON</td><td>Open the ATON Advisory form to initiate a new advisory.</td></tr> <tr> <td>GENERIC</td><td> <ul style="list-style-type: none"> If you suspect a recurring Advisory open the Generic Advisory list. If you suspect a new Advisory open the Generic Advisory form. </td></tr> </tbody> </table>	Type of call	Typical procedure to follow	MARINE EVENT	Open the Marine Event Advisory List to select a prepared advisory.	ATON	Open the ATON Advisory form to initiate a new advisory.	GENERIC	<ul style="list-style-type: none"> If you suspect a recurring Advisory open the Generic Advisory list. If you suspect a new Advisory open the Generic Advisory form. 	2	<p>Record reported information in the Edit Advisory form.</p> <ul style="list-style-type: none"> Avoid full sentences; use terse phrases. Take control of the communications early and direct the caller to provide information piece by piece if necessary. (This avoids rambling, incomplete reports.) 	3	<p>Click in the Activate checkbox and push the APPLY button.</p> <ul style="list-style-type: none"> The advisory tag will appear on the plot on all ODPs in all applicable chart windows.
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Information layout	Refer to the instructions for each type of Advisory Edit form for information on laying out the reported advisory data																

Advisory final report procedure

Terminology

The term advisory final report is the advisory equivalent to the term vessel Final report.

Communications

When responding to an advisory final report use the vessel Final report procedures for structuring communications.

Procedure

Perform the following procedure when a vessel or activity makes an advisory final report to VTS.

Step	Action
1	OPERATOR: Deactivate the advisory using the Advisory Tag pop-up menu.
2	SUPERVISOR: <ul style="list-style-type: none">• Delete the advisory through the Advisory List or• Clean out obsolete text and retain deactivated as a recurring advisory.<ol style="list-style-type: none">1. Remarks field.2. Time fields.

Advisory codes

Table The following table shows commonly used advisory codes and illustrates how they are combined with expanded information to make up the advisory tag text.

Subject Code	Definition of Subject Code	Advisory tag with expanded information	Meaning
--------------	----------------------------	--	---------

ATON Advisories

AX	Aid to navigation extinguished.	AX..NC2	North Channel Buoy 2 is reported extinguished.
AM	Aid to navigation missing.	AM..MSC7	Main Ship Channel Buoy 7 is reported missing.
AO	Aid to navigation off station.	AO..HR	The Harding Rock Buoy is reported off station.

Generic Advisories

D 2H	Dredging project has an advanced notice requirement.	D 2H..B60	An anchored dredge barge off Berth 60 needs a two-hour advanced notice for passage.
DI	Diving operation.	DI..P9	Divers are working at Pier 9; minimum wake is requested.
O	Obstruction to navigation.	O..DEBRIS	Debris was reported to be obstructing navigation in the geographic location of the advisory tag.
MW	Minimum wake.	MW..B32	Minimum wake is requested at Berth 32 from all vessels.
SAR	Search-and-rescue operation.	SAR..PIW	A person was reported in the water near the geographic location of the advisory tag. SAR is in progress.

Marine Event Advisories

M	Marine event.	M..200SV	A marine event involving 200 sailing vessels is in progress in the vicinity of the advisory tag.
---	---------------	-----------------	--

Improvising

There is not a subject code for every possible advisory. You must improvise when the subject of the advisory does not fall into one of the above subject codes.

For example:

Subject	Meaning
PYRO..GGB	Pyrotechnics training near the Golden Gate bridge.
ATEMP..RACE	Temporary buoy called RACE BUOY in place.

Generic advisory form

Form activation To activate the Edit Advisory form for generic advisories select the following from the chart window menu bar:

Advisories > Generic > Form..

Form diagram The following diagram and table show a completed generic Edit Advisory form, explain each of the parts, and show how they are used.

The screenshot shows a software window titled "Edit Advisory". Inside, the "Type" is set to "GENERIC". The "Name" field contains "MW DI..B60". The "Position" field shows "380348.5N 1222545.3W". There are two time fields: "Scheduled Start Time" with "1900" and "Scheduled Stop Time" with "211900 MAR 2000". A "Remarks" section contains several lines of text: "25 FT OFF DOCK", "MW FOR FERRIES ONLY", "DIVE BOAT DIVE KING ON SCENE", "CH 13, 14, 81", "VSL CELTEL 415-555-5567", and "ETC 212300 MAR 2000". At the bottom of the form, there is an "Activate" checkbox, an "Apply" button, and an "Exit" button.

Changed 09/26/2003 FSH

Part	Function
Type field	Shows which Edit Advisory form is open (GENERIC, MARINE EVENT, or ATON).
Name field	Contents of this field show up as the advisory tag. <ul style="list-style-type: none"> Enter the advisory code(s) followed by two dots. Enter the location of the special operation (pier, general geographic area, channel.)
Position field	Click on the chart window to automatically populate this field with the latitude and longitude of the advisory tag.
Scheduled Start Time field	(Usually left blank.)
Scheduled Stop Time field	Enter the reported time that the special operation will be completed.
Remarks field	Enter details about the special operation. Use a separate line for each type of detail. <ul style="list-style-type: none"> on-scene vessel name details about the location details of potential interest to mariners radio channels to be monitored telephone numbers (specify on-scene or office)
Activate check-box	When selected, the advisory will be active (displayed on the plot) immediately upon applying. Otherwise the advisory will be stored for later activation.
Apply button	Push this button to save or activate a completed advisory.
Exit button	Push this button to close the Edit Advisory form without saving changes. When opening the Edit Advisory form to view information always push this button to avoid accidentally saving unwanted changes.

Marine event advisory form

Form activation To activate the Edit Advisory form for marine event advisories select the following from the chart window menu bar:

Advisories > Marine Events > Form..

Form diagram The following diagram and table show a completed Marine Event Edit Advisory form, explain each of the parts, and show how they are used.

Type: MARINE_EVENTS
 Name M..25SV
 Position 380348.5N 1222545.3W
 Scheduled Start Time 1900 Scheduled Stop Time 211900 MAR 2000
 Permit No 004-032 M WINT RACE
 Committee Boat GG YACHT CLUB
 Number of Participating Craft
 Remarks
 WL STEWART..
 ANITA RK TO ALCATRAZ AND BACK..
 MARY JONES 415 555 5555 OFFICE..
 CH 14, 16
☐ Activate
 Apply Exit

Part	Function
Type field	Shows which Edit Advisory form is open (GENERIC, MARINE EVENT, or ATON).
Name field	Contents of this field show up as the advisory tag. <ul style="list-style-type: none"> Enter the marine event advisory code followed by two dots. Enter the type and number of participants.
Position field	Click on the chart window to automatically populate this field with the latitude and longitude of the advisory tag.
Scheduled Start Time field	Dual-purpose field. <ul style="list-style-type: none"> Before check-in: shows the scheduled start time for the event. After check-in: shows the start time as reported during check-in with VTS.
Scheduled Stop Time field	Dual-purpose field. <ul style="list-style-type: none"> Before check-in: shows the scheduled end time for the event. After check-in: shows the end time reported during check-in with VTS.
Permit number	Shows the marine event permit number issued by Group San Francisco.
Committee boat	<i>(misnamed field)</i> Yacht club or sponsoring agency name.
Number of...	(unused field)
Remarks field	Enter details about the marine event. Use the following layout. <ol style="list-style-type: none"> on-scene vessel name (followed by two dots) route description (followed by two dots) telephone point of contact including type of phone (followed by two dots) radio channels to be monitored

AtoN advisory form

Form activation To activate the Edit Advisory form for generic advisories select the following from the chart window menu bar:

Advisories > ATON > Form..

Form diagram The following diagram and table show a completed ATON Edit Advisory form, explain each of the parts, and show how they are used.

The screenshot shows a software window titled "Edit Advisory". Inside, the "Type" is set to "ATON". The "Name" field contains "AO..NC 4". The "Position" field shows "380348.5N 1222545.3W". There are two time fields: "Scheduled Start Time" with "1900" and "Scheduled Stop Time" with "211900 MAR 2000". The "LLNR" field contains "1456". The "Remarks" field has the text "BUOY IS 200 YDS WEST OF CHARTED POSITION UNIT XX, TK TAVI". At the bottom of the form area is an "Activate" checkbox. Below the form area are two buttons: "Apply" and "Exit".

Part	Function
Type field	Shows which Edit Advisory form is open. (GENERIC, MARINE EVENT, or ATON)
Name field	Contents of this field show up as the advisory tag. <ul style="list-style-type: none"> Enter the advisory code followed by two dots. Enter the abbreviated buoy name as it is spoken.
Position field	Click on the chart window to automatically populate this field with the latitude and longitude of the advisory tag.
Scheduled Start Time field	Enter the time that the AtoN discrepancy report was received by VTS.
Scheduled Stop Time field	<ul style="list-style-type: none"> This is usually left blank. Enter the estimated time that the AtoN discrepancy will be resolved (repaired).
LLNR	Supervisor: enter the Light List number when there is time.
Remarks field	Give brief details about the AtoN discrepancy. Use a separate line for each detail. <ul style="list-style-type: none"> Enter details that might help mariners identify the AtoN (current location of the aid, observed damage, condition of light, buoyancy, etc.) Tell who reported the discrepancy (pilot designator and vessel name).

Advisory list window and pop-up menu

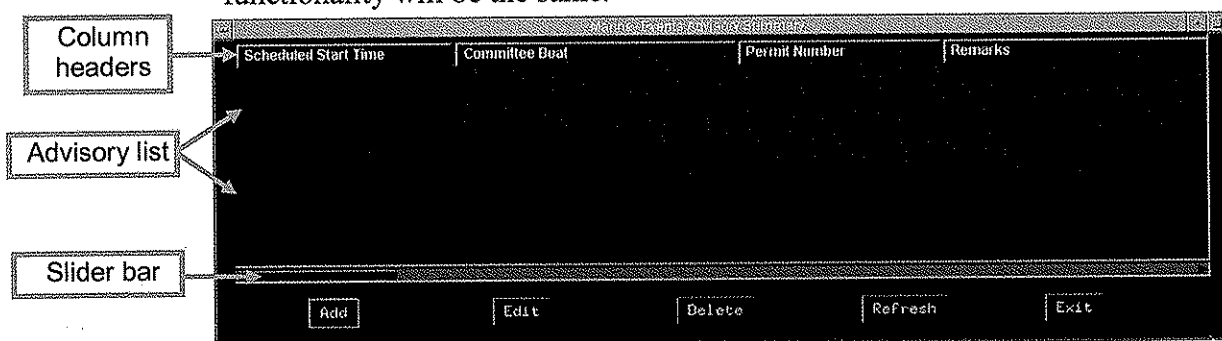
Form activation To activate the Edit Advisory form for generic advisories select the following from the chart window menu bar:

Advisories > Generic / ATON / Marine Event > List..

Diagram of list window

The following diagram shows an advisory list window, explains each of the parts, and shows how they are used.

The diagram below depicts the marine event advisory list window. The columns in the window will be different for each type of advisory but the functionality will be the same.



Part	Function
Column Headers	<p>Column headers correspond with the related advisory form's field labels. Since fields are different for each of the three advisory types (GENERIC, ATON, MARINE EVENTS), the columns are different for each type.</p> <p>To sort the list: Click in a column header to re-sort the entire advisory list based on that column. Click once for ascending sort; click again for descending sort.</p> <p>Note: The Remarks field column is always on the right side. Only the first few characters of the Remarks field are shown. To see the remainder of this field use the slider bar.</p>
Advisory list	<p>Active (on plot) and inactive (saved but not on plot) advisories will be listed here.</p> <ul style="list-style-type: none"> Active advisories will be in blue text. Inactive advisories will be in white text. <p>Select (click on) advisories for manipulation with the pop-up menu</p> <p style="text-align: center;">OR</p> <p>double-click on an advisory to open the Edit Advisory window for it.</p>
Slider bar	Click and drag to view the remainder of the Remarks column and/or any columns that are off the right side of the window.
Add button	Push to open an empty (new) Edit Advisory window.
Edit button	Push this button to open the Edit Advisory window for the selected (highlighted) advisory. Note: Select only one advisory at a time for editing.
Delete button	Push this button to permanently delete selected advisories. If an advisory is active you cannot delete it. If you try to do so you will get an error message.
Refresh button	Sometimes the advisory list doesn't automatically update to reflect advisory status changes (activate / deactivate, etc.). Push this button to update (or refresh) the list.
Exit button	Closes the advisory list window.

Continued on next page

Advisory list window and pop-up menu, Continued

List window pop-up menu

The advisory list window pop-up menu contains all of the options that are available through the on-screen buttons plus some additional important options.

The following table explains each of the pop-up menu options.

Part	Function
Activate	Activates (causes to be displayed on plot) the selected advisory.
Deactivate	Deactivates (causes to disappear from the plot) the selected advisory.
Add	Same functionality as on-screen button.
Edit	Same functionality as on-screen button.
Refresh	Same functionality as on-screen button.
Delete	Same functionality as on-screen button.
Delete All	Does not work.
Copy	Makes a copy of the selected advisory and all of its contents. Adds the phrase " <i>Copy of</i> " to the advisory name.
Archive	Stores all of the selected advisories in a special archive file. If the "original" of an archived advisory is accidentally deleted, it can easily be restored from the archive file.
Restore	Recalls all of the selected advisories from the archive file to the advisory list window. You select the advisories in the Clipboard window.
Select All	Instantly selects (highlights) all advisories in the list.
Unselect All	Instantly deselects (de-highlights) all selected advisories in the list.
Select columns	Does not work.
Default columns	Does not work.

Advisory tag and pop-up menu

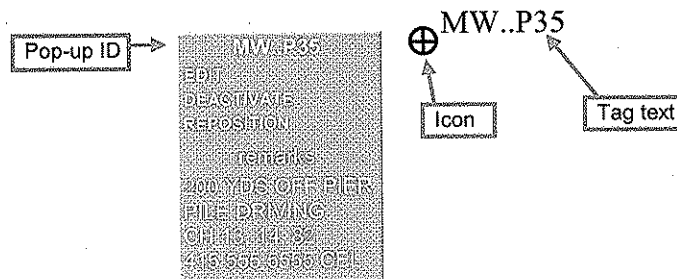
Activation

- To activate the advisory pop-up menu, right-click on the icon or tag text.
- To instantly activate the Edit Advisory window, double-click on the icon or text.

Diagram

The following diagram and table show the advisory tag and pop-up menu, explain each of the parts, and show how they are used.

COLOR: Advisory tag and text appear in pink in order to avoid confusion with vessel track tags.



Advisory Pop-up

Part	Function
Pop-up ID	Repeats the advisory tag text to verify that you have activated the correct advisory pop-up.
Edit	Activates the Edit Advisory window. Double-clicking on the advisory tag does the same thing.
Deactivate	Deactivates the advisory (but does not delete it).
Reposition	Activates the position prompt. Click in any chart window after the position prompt appears to reposition the advisory tag.
Remarks	Read-only text. The content comes from the Edit Advisory window Remarks field. The pop-up menu grows lengthwise and widthwise to accommodate all the Remarks field text.

Advisory Tag

Part	Function
Icon	<ul style="list-style-type: none"> • Color and shape indicate that it is an advisory. • It is plotted at the latitude and longitude shown in the Edit Advisory window Position field.
Tag text	Whatever is typed in the Edit Advisory window Name field appears here.

Note: Dynamic declutter does not affect the Advisory Tag in any way. Track tag text can lie on top of the Advisory Tag text.

Advisory form known problems

Accidental deletion of text KNOWN PROBLEM

Problem:

When you tab into any Advisory form field, all of the text in the field is instantly, automatically selected (highlighted).

If you begin typing with all of the text selected you will delete the text and overwrite it with your typing.

Workaround:

- Use the mouse pointer to navigate in the form.
- Always strike the [Right-arrow] key before typing in a field. This will deselect the text.

If you make a mistake:

If you accidentally overwrite text, simply EXIT the form. This will reject your changes and return the advisory to its previous content.

Multiple forms KNOWN PROBLEM

Problem:

It is possible to open more than one advisory window for the same advisory by double clicking again and again on the same advisory tag.

If you do this, changes that you make in the first advisory window may be overwritten by the other open copies of the advisory if you push APPLY to close the other windows.

Workaround:

Be careful to double click only once.

If you suspect that you may have triple or quadruple clicked and opened duplicate copies for the same advisory tag, drag the suspect advisory window aside to reveal the other windows.

If you make a mistake:

If after editing an advisory you realize that duplicate windows are open for that advisory, EXIT the duplicate windows without saving changes.

Ch9



Onplot track manipulation

On-plot Track Manipulation

Introduction

Overview

This section lays out the procedures for using the menu options and functions associated with manipulating on-plot tracks.

In this section

This section is divided into two parts.

Part	See Page
Part One Vessel Action Menu	2
Part Two Tracks Menu on the Chart Window Menu Bar	14
Appendix A Track status explanation	20
Appendix B Tracking status	27
Appendix C Radar site selection instructions	29
Appendix D Factors affecting radar display and tracking	30

Part One Vessel Action Menu

Part introduction

Overview

This part explains the functions, procedures, and requirements for using each of the Vessel Action Menu (VAM) options.

In this part

The following topics are discussed in this part.

Topic	See Page
VAM: RADAR TRACK	3
VAM: SR TRACK	4
VAM: ASSOCIATE SR	5
VAM: ANCHOR / UNDERWAY	7
VAM: DOCK	9
VAM: OUT OF AOR	10
VAM: QUICK TURNAROUND	11
VAM: SPEED OVERRIDE	12
VAM: TRACK REPOSITION	13

VAM: RADAR TRACK

General rules

1. All ship and towing vessel VMRS Users shall be tracked with radar when possible.
2. Ferries shall be tracked with radar when necessary to assess the risk of collision or any other risk.
3. Unknown radar targets shall be radar tracked whenever doing so may help prevent a hazardous encounter for any VTS participant.

Procedure

Once you have activated the *radar track start function*, perform the following procedures.

Step	Action								
1	VAM: RADAR TRACK								
2	Respond to the position prompt by clicking slightly ahead of the radar video.								
3	<div> Select a radar site from the Radar Selection box. <table border="1"> <thead> <tr> <th>Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a</td><td>Type the site number. Do not use the mouse.</td></tr> <tr> <td>b</td><td>Hit [Return] to select the highlighted site.</td></tr> <tr> <td>c</td><td>Hit [Return] again to track at the selected site.</td></tr> </tbody> </table> </div>	Step	Action	a	Type the site number. Do not use the mouse.	b	Hit [Return] to select the highlighted site.	c	Hit [Return] again to track at the selected site.
Step	Action								
a	Type the site number. Do not use the mouse.								
b	Hit [Return] to select the highlighted site.								
c	Hit [Return] again to track at the selected site.								
4	<div> Track acquisition: <table border="1"> <tbody> <tr> <td>Successful</td><td>FARMS character will change to R.</td></tr> <tr> <td>Failed</td><td> a. FARMS character will remain M or S. b. <u>Re-attempt radar acquisition no more than two times.</u> </td></tr> <tr> <td>Wrong target</td><td>Re-attempt radar acquisition no more than two times.</td></tr> </tbody> </table> <p>Note: Track acquisition may take as long as thirty seconds. If the FARMS character hasn't changed to R in thirty seconds, assume that track acquisition failed. Failed track acquisition will NOT bring up any operator prompts or warning windows.</p> </div>	Successful	FARMS character will change to R .	Failed	a. FARMS character will remain M or S . b. <u>Re-attempt radar acquisition no more than two times.</u>	Wrong target	Re-attempt radar acquisition no more than two times.		
Successful	FARMS character will change to R .								
Failed	a. FARMS character will remain M or S . b. <u>Re-attempt radar acquisition no more than two times.</u>								
Wrong target	Re-attempt radar acquisition no more than two times.								

Acquiring unidentified radar video


To radar track unidentified radar video perform the following steps.

1. Activate a blank UTDC.
2. Strike [Ctrl R] to start a radar track with no data associated.
3. Follow the procedures above (from Step 2) when the position prompt appears.

VAM: SR TRACK

What it does VAM: SR TRACK assigns a track to a standard route. If you select NONE as the SR, the track will remain (or become) a manual (M) track.

Procedure VAM: SR TRACK will be used in the following situations.

Situation	Procedure										
1. A radar track reaches an SR tracking area.	<table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>VAM: SR TRACK.</td></tr><tr><td>2</td><td>Select an SR.</td></tr><tr><td>3</td><td>Observe the track jump to the route and begin tracking.</td></tr><tr><td>4</td><td>Observe the FARMS character switch to S.</td></tr></table>	Step	Action	1	VAM: SR TRACK.	2	Select an SR.	3	Observe the track jump to the route and begin tracking.	4	Observe the FARMS character switch to S .
Step		Action									
1		VAM: SR TRACK.									
2		Select an SR.									
3	Observe the track jump to the route and begin tracking.										
4	Observe the FARMS character switch to S .										
2. A manual track in an SR tracking area makes its first position report off the dock.											
3. An SR track reaches the end of its route and needs to be switched to the next standard route.											
4. A radar track must be changed to a manual track.	<table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>VAM: SR TRACK.</td></tr><tr><td>2</td><td>Hit [Return] twice to select NONE.</td></tr><tr><td>3</td><td>Observe the FARMS character switch from R (radar) to M (manual).</td></tr></table> <p> Warning: Do not perform this action with an anchored track. Doing so will change its status to UNDERWAY and break its link with the swing circle alarm.</p>	Step	Action	1	VAM: SR TRACK.	2	Hit [Return] twice to select NONE.	3	Observe the FARMS character switch from R (radar) to M (manual).		
Step	Action										
1	VAM: SR TRACK.										
2	Hit [Return] twice to select NONE.										
3	Observe the FARMS character switch from R (radar) to M (manual).										

VAM: ASSOCIATE SR

What it does

VAM: ASSOCIATE SR performs the following two functions.

1. It links a manual or radar track with a standard route. Thus the track has the SR as a "backup." It does not change the track's tracking status; the system continues tracking it as a manual or radar track.
2. It switches a standard route track from one SR to another.

Procedure

VAM: ASSOCIATE SR is used in the following situations.

Situation	Procedure
1. To remove all standard route association.	Step
	Action
	1 VAM: ASSOCIATE SR.
	2 Hit [Return] twice.
2. To switch an SR track from one SR to another.	3 Ensure that the Sector Summary indicates no SR.
	Step
	Action
	1 VAM: ASSOCIATE SR.
3. To tell a radar track which SR to jump to if the radar drops track (becomes LOST).	2 Select the new SR name.
	3 Observe the track jump from one SR to another.
	Step
	Action
	1 VAM: ASSOCIATE SR on a radar track.
	2 Type in the backup SR name.
	3 Watch the Sector Summary indicate the backup SR number.

Backing up radar tracks with SRs

Backing up a radar track (having the radar track associated with an SR) is problematic. Do this only if you are certain that the radar track will closely follow the course of the SR.

As a general rule, once you have acquired radar (tracking status is GOOD) you should disassociate that track from all SRs. To do this perform the steps outlined in method 1 above.

Note: Most radar tracks will not have associated SRs.

Continued on next page

VAM: ASSOCIATE SR, Continued

Problem**scenario:**

You forgot to
disassociate an SR

Allowing an SR to remain associated with a radar track causes confusion when the track loses radar (the Tracking Status becomes LOST). In such a case the track icon will jump to the closest point of the associated SR.

The following process example illustrates this problem.

Stage	Description
1	A track is associated with D SUISUN (the down-bound Suisun Bay route).
2	You VAM: RADAR TRACK successfully at the Carquinez Bridge but fail to disassociate the D SUISUN route. <ul style="list-style-type: none">• The radar track is associated with the SR called D SUISUN.
3	The radar track transits to the Richmond - San Rafael Bridge but drops track as it passes under the bridge. (Remember that the track is still associated with D SUISUN.)
4	The track icon jumps back to the closest point on the associated SR (D SUISUN)—it disappears from your display.

VAM: ANCHOR / UNDERWAY

Functionality explanation

VAM: ANCHOR / UNDERWAY is a two-function menu item.
 If the track is underway, VAM: ANCHOR / UNDERWAY anchors it.
 If the track is anchored, VAM: ANCHOR / UNDERWAY gets it underway.
 The VAM always says VAM: ANCHOR / UNDERWAY.

When to use

1. Use VAM: ANCHOR when an underway vessel reports "anchor down."
2. Use VAM: UNDERWAY when an anchored vessel makes a Sailing Plan report indicating that it will be heaving anchor.


Process

VAM: ANCHOR

Following is the VAM: ANCHOR process.

Stage	Description						
1	A vessel reports "anchor down."						
2	You activate VAM: ANCHOR						
3	The Anchor Window (confirmation window) appears. <table border="1"> <tr> <th>Select...</th><th>To do this...</th></tr> <tr> <td>ANCHOR</td><td>Proceed with the anchor process and build a swing circle alarm.</td></tr> <tr> <td>CANCEL</td><td>Abort the anchoring process and keep the track underway.</td></tr> </table>	Select...	To do this...	ANCHOR	Proceed with the anchor process and build a swing circle alarm.	CANCEL	Abort the anchoring process and keep the track underway.
Select...	To do this...						
ANCHOR	Proceed with the anchor process and build a swing circle alarm.						
CANCEL	Abort the anchoring process and keep the track underway.						

If ANCHOR was selected, the following stages apply.

4	The track status becomes A (ANCHORED).
5	The track icon becomes an anchor symbol.
6	The track icon location (swing circle center) is automatically recorded in the computer.
7	<p>The Swing Circle Alarm window appears.</p> <p>a. The latitude and longitude of the swing circle center appear in the LAT/LONG field.</p> <p> WARNING: While the LAT/LONG field is highlighted, never click in the chart window. Doing so will reposition the swing circle center.</p> <p>b. The latitude and longitude of the swing circle center are automatically copied to the track's Remarks field.</p> <p>c. The vessel's registered length (R-LEN in the UTDC) automatically appears in the LENGTH field.</p> <p>d. The Swing Radius readout indicates the current swing radius in yards (at this point based only on the vessel length).</p>
8	<p>You fill out the Swing Circle Alarm form, and then press OK.</p> <p>Note: Pushing CANCEL will leave the vessel anchored with no swing circle.</p>
9	A swing circle alarm will activate and appear on your ODP only.
10	All other ODP operators must open the Alarm Toolkit and activate the alarm on their ODPs after the vessel has fetched up.

Continued on next page

VAM: ANCHOR / UNDERWAY, Continued

Process VAM: UNDERWAY

Following is the VAM: UNDERWAY process.



WARNING: There is no way to abort the process once you have activated VAM: UNDERWAY. If you accidentally activate this function you must re-anchor the vessel from scratch.

Stage	Description
1	A vessel makes a Sailing Plan report indicating that it will be heaving anchor.
2	You activate VAM: UNDERWAY (before editing the transit data).
3	The track status becomes U (UNDERWAY).
4	The swing circle alarm automatically disappears from your ODP.
5	The track icon shape reverts to its default shape for its vessel type.
6	You open and edit the vessel's transit information using the UTDC.
7	All other ODPs must deactivate and delete the swing circle.

VAM: DOCK

When to use

Activate VAM: DOCK when a vessel makes its Final report in the following cases:

1. a vessel ties up at a berth, pier, bridge tower, etc.;
 2. a vessel ties up alongside another vessel in an anchorage;
 3. a vessel checks out at a VTS area boundary.
-

When NOT to use

Do not use VAM: DOCK in the following cases:

1. processing an ongoing dredging operation (except when the vessel returns to dock);
 2. a towing vessel hands off a tow from one tug to another;
 3. a vessel ends its transit without tying up, securing alongside an anchored vessel, or crossing a VTS area boundary line—
 - a. a light tug begins escort duty;
 - b. a voluntarily participating non-VTS User says s/he no longer needs VTS assistance.
-

Process

Following is the DOCK process.

Stage	Description
1	A vessel makes its Final report.
2	You activate VAM: DOCK.
3	The track icon disappears from the screen.
4	The transit ends and is registered in the daily count.
5	The vessel's track status becomes D (DOCKED).

VAM: OUT OF AOR

When to use	<p>Use the VAM: OUT OF AOR function in the following cases:</p> <ol style="list-style-type: none"> 1. a towing vessel hands off a tow to another tug somewhere inside the VTS area; 2. a vessel ends its transit without tying up, anchoring, or crossing a VTS area boundary line— <ol style="list-style-type: none"> a. a light tug begins escort duty; b. a voluntarily participating non-VTS User says s/he no longer needs VTS assistance.
--------------------	--

When NOT to use	<p>Do not use VAM: OUT OF AOR in the following cases:</p> <ol style="list-style-type: none"> 1. checking a vessel out at a VTS area boundary (use VAM: DOCK instead); 2. processing an ongoing dredging operation (including a tug exchanging barges at a dredge).
------------------------	--

When to keep or delete icon	<p>After activating the VAM: OUT OF AOR function a confirmation window appears asking whether you want to “DELETE TRACK AFTER PLACING IT OUT OF AOR?”</p>
------------------------------------	--

Select...	To do this...	If this is true...
YES	Delete the icon	A tug is handing off its tow to another tug and the light tug will not be a VMRS User (the light tug is less than 40 meters long).
NO	Keep the icon	<ol style="list-style-type: none"> 1. A tug is handing off <u>part</u> of its tow to another vessel, but the first tug still has a tow (and is therefore still a VMRS User). 2. A tug that is over 40 meters in length (and therefore a VMRS User when running light) hands off its tow to another vessel.
CANCEL	Abort	You accidentally activated VAM: OUT OF AOR.

Process	Following is the VAM: OUT OF AOR process.
----------------	---

Stage	Description
1	A vessel makes a Final report.
2	VAM: OUT OF AOR.
Option 1	
3	Select <u>YES</u> to delete the icon.
4	Transit ends.
5	Icon disappears from the screen.
6	
7	
Option 2	
	Select <u>NO</u> to keep the icon.
	Transit ends—new transit begins instantly.
	Icon remains on the screen.
	Previous transit TO data jumps to FM field.
	FM field is left blank.

VAM: QUICK TURNAROUND

When to use ONLY use the VAM: QUICK TURN AROUND function when processing ongoing dredging operations.

When NOT to use Do not use the VAM: QUICK TURN AROUND function for the following:

- ending ferry transits
- processing multi-stop transits such as debris patrols.

Process Following is the Quick Turn Around process.

Stage	Description
1	The track reaches the end of its transit.
2	You VAM: QUICK TURN AROUND.



WARNING: After activating VAM: QUICK TURN AROUND, wait at least five seconds before bringing that vessel's data into the UTDC. Failure to wait will result in database errors.

3	The transit ends and is registered in the daily count.
4	For SR tracks: Standard route tracking stops. The tracking status goes to Manual. Note: The standard route name clears from the SR field; SR speed shows "00.0."
5	FM and TO field information flip-flops.
6	The following fields are cleared. 1. HAND 2. Remarks 3. T-DFT 4. ETA 5. SR
7	The computer instantly starts another transit for this vessel.
8	The track icon remains on the screen.

VAM: SPEED OVERRIDE

Dual functionality

The VAM: SPEED OVERRIDE function serves dual functions.

Click here to uncheck the OVERRIDE switch.



1. With the Override switch checked, it overrides the default tracking speed for a standard route track to the speed that is entered into the form.
2. With the Override switch UN-checked, it reinstates the default speed for the standard route track (including all subsequent legs of the standard route).

When to use

Override a standard route track's default speed in the following cases.

1. A standard route track is consistently ahead or behind DR.
2. A vessel reports intentions to go at a speed different from the standard route's default speed.

When NOT to use

VAM: SPEED OVERRIDE does not work for a track that is ASSOCIATED WITH but not ASSIGNED TO a standard route.

Process

Override default speed

Following is the process for overriding the default speed.

Stage	Description
1	You activate VAM: SPEED OVERRIDE.
2	The Speed Override window appears. 1. The speed field is automatically selected. 2. The OVERRIDE switch is automatically checked.
3	You type in the new speed.
4	You push [Return] to accept the changes and close the Speed Override window.

Process

Reinstate default speed

Following is the process for reinstating the default speed.

Stage	Description
1	You activate VAM: SPEED OVERRIDE.
2	You UN-check the OVERRIDE switch.
3	You push OK to accept the changes and close the Speed Override window. Note: Ignore the SPEED field when reinstating the default speed.


VAM: TRACK REPOSITION

When to use Activate VAM: TRACK REPOSITION to

1. reposition the track icon for a MANUAL track;
2. reposition a track icon along the assigned standard route for an SR track.

When NOT to use Do not use the VAM: TRACK REPOSITION function for a radar track.

Process Following is the VAM: TRACK REPOSITION process.

Stage	Description
1	You activate VAM: TRACK REPOSITION.
2	Wait for the position prompt. <div data-bbox="725 888 1174 1121"></div>
3	<ul style="list-style-type: none">• Click on the chart window at the new track position.or• Push the CANCEL button to abort the track reposition.

**Special
functionality**

The VAM: TRACK REPOSITION function allows you to reposition tracks from chart window to chart window and from monitor to monitor.

Part Two

Tracks Menu on the Chart Window Menu Bar

Part introduction

Overview

This part explains the functions, procedures, and requirements for using each of the menu options on the Chart Window Menu Bar TRACKS menu.

In this part

The following topics are discussed in this part.

Topic	See Page
Swap track process	15
Vector line activating and adjusting procedure	16
Activating dynamic declutter	18
Setting the track tag text and symbol size	19

Swap track process


Menu location The Swap Track function is located on the Chart Window Menu Bar Tracks menu.

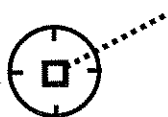
When to use When two radar tracks (vessels Alpha and Bravo for this explanation) pass close together occasionally the track icon for vessel Alpha will jump onto radar video for vessel Bravo and the track icon for vessel Bravo will jump onto the radar video for vessel Alpha.

Use the Swap Track function to swap their icons back to the correct radar video.

Terminology

1. Select track means single-click on a track icon. When selected, a track icon is white. When selecting a track, never double-click on the icon.

 **WARNING: Never perform track swap or other track tag manipulation functions with a track's data open in the UTDC. When a track's data are in the UTDC, the track will look like the diagram below—there will be a circle around the track icon.**



2. Deselect all tracks means double-click on a blank spot on the chart window. Track icons return to their default colors when deselected.

Procedure Following is the swap track procedure.

Step	Action
1	Deselect all tracks. Make sure none are highlighted (white).
2	Select the first of the two tracks to swap.
2	Select the second of the two tracks to swap.
4	On the Chart Window Menu Bar click Tracks > Swap Track .
5	Observe the track tags and track data swap.
6	Deselect all tracks again. Make sure none are highlighted (white).

Vector line activating and adjusting procedure

When to use

1. Activate vector lines on every chart window whenever you set up an ODP console for sector operations (after it has been logged off).
 2. Adjust the vector line time period (line length) whenever necessary to project the positions of tracks.
-

General rules

1. All chart windows shall be set to display vector lines (instead of speed leaders).
 2. Vector lines shall always be activated on all chart windows.
 3. The VTS operator shall always know the current vector line projection time setting in each chart window.
-

Procedure

Perform the following steps to activate vector lines and to adjust the time period for vector lines.

Step	Action
1	On the Chart Window Menu Bar select Tracks > Vector Lines . The SPECIAL PLOT CONTROLS dialog window will appear.
2	Turning on vector lines instead of speed leaders: In the SPEED LEADER MODE box select Vector Line.
3	Setting the length of the vector lines: In the SPEED LEADER MODE box TIME PROJECTION field, highlight the current entry and type the desired projection time period into the field.
4	Press APPLY to apply changes.
5	Press EXIT to close the SPECIAL PLOT CONTROLS dialogue window.

Continued on next page

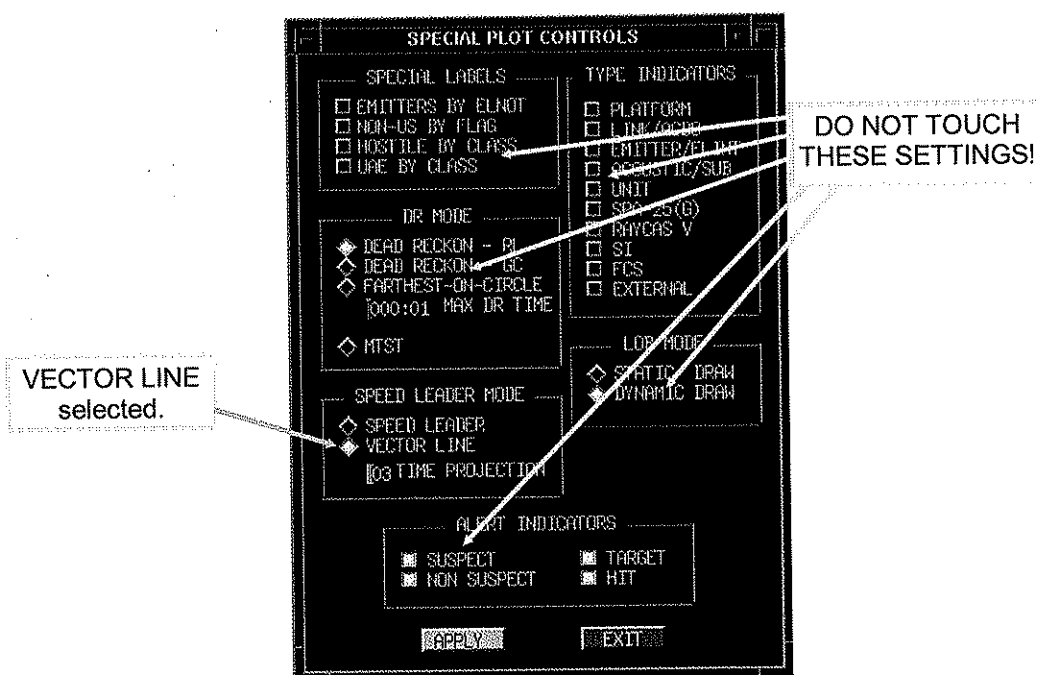
Vector line activating and adjusting procedure, Continued

Diagram

The diagram below shows the SPECIAL PLOT CONTROLS dialogue window.



WARNING: Only manipulate the settings in the SPEED LEADER MODE section of this dialogue window. Manipulating the settings in other areas of this window may result in unpredictable computer performance including the loss of tracks and track data.



Activating dynamic declutter

Explanation	<p>The dynamic declutter function continuously monitors the positions of all of the track tags as the track icons move around on the chart windows.</p> <p>When two track tags overlap, the dynamic declutter function automatically moves one of them to an open space. To help the VTS operator easily correlate track tags with track icons, the dynamic declutter function connects each track tag to its track icon by a line drawn between the two.</p> <p>Note: Dynamic declutter does not work for Advisories, Overlays, or chart features. It only works for vessel track tags.</p>
When to use	<p>Activate dynamic declutter on every chart window whenever you set up an ODP console for sector operations.</p>
Procedure	<p>Perform this procedure to activate dynamic declutter.</p> <p>On the Chart Window Menu Bar select Tracks > Declutter > Dynamic Declutter.</p> <p>Perform this procedure to deactivate dynamic declutter.</p> <p>On the Chart Window Menu Bar select Tracks > Declutter > No Declutter.</p>
Special function Manual declutter	<p>While the dynamic declutter is activated you can override the dynamic declutter for one track at a time.</p> <p>To do so:</p> <ol style="list-style-type: none">1. Position the mouse pointer over a track tag.2. Hold down the middle mouse button.3. Drag the track tag to a new location. <p>Once you perform this special function this track tag will remain in the manually set position until the chart window is panned.</p>

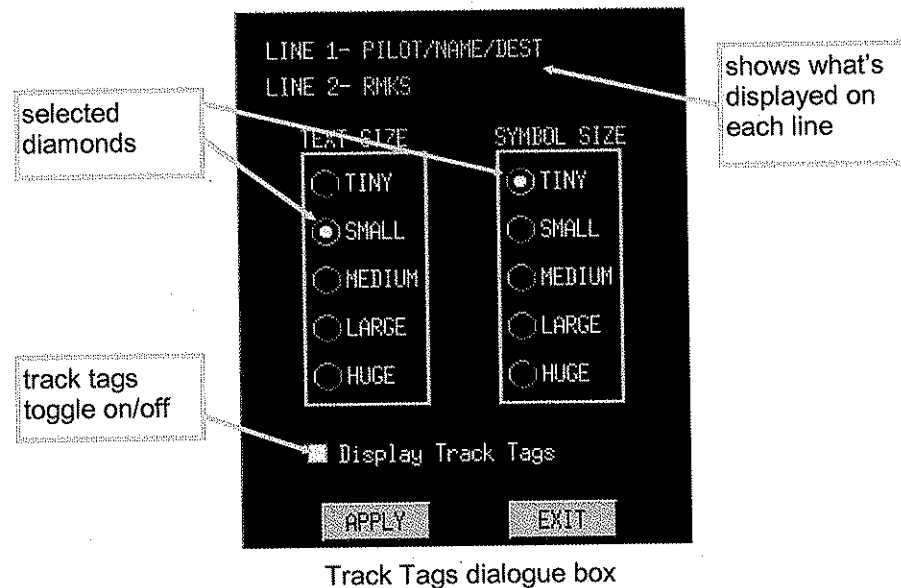
Setting the track tag text and symbol size

Procedures

Perform the following steps when setting the track tag text and symbol size. Refer to the diagram below the table.

Note: These settings only apply to the chart window in which the settings are made.

Step	Action
1	On the Chart Window menu bar click Tracks; select Track Tags on the pull-down menu. • The TRACK TAGS dialogue box will appear.
2	Click the Text Size and Symbol Size diamonds to select the default sizes of the text and symbols.
3	Click the Display Track Tags diamond to toggle the track tags ON or OFF.
4	Check the <u>Line 1</u> and <u>Line 2</u> entries to confirm that the track tags' fields match the required defaults. • If Line 1 or Line 2 has the wrong contents, contact the system administrator immediately.
5	Push the APPLY button to accept your changes.
6	Push the EXIT button to close the dialog box.



Appendix A

Track status explanation

Terminology A track is a combined vessel record and transit record represented on the display by an icon and track tag or in the transit history table as a record.

Track status is a category in which the VTS computer system holds a track.

A transit starts at the vessel's Sailing Plan report and concludes at the vessel's Final report.

Explanation As a vessel passes through the various stages of its participation in the Vessel Movement Reporting System, its track status changes.

The following table describes each track status.

Track status	Description
<u>UNDERWAY</u>	<ul style="list-style-type: none"> • The vessel has made its Sailing Plan report. • Transit history start time is recorded. • Track status remains UNDERWAY throughout the track's transit. • There is an icon representing the vessel on the display. <p>Note: The track status "UNDERWAY" has nothing to do with the nautical Rules of the Road definition of "underway."</p>
<u>DOCKED</u>	<ul style="list-style-type: none"> • The vessel has made its Final report at the dock or at a VTS area boundary. • Transit history ending time is recorded and the transit history is saved. • There is no icon on the display for this track.
<u>ANCHORED</u>	<ul style="list-style-type: none"> • The vessel has made its Final report in an anchorage. • The transit history ending time is recorded and transit history is saved. • There is an anchor-shaped icon representing the vessel on the display.
<u>OUT OF AOR</u>	<ul style="list-style-type: none"> • The vessel has made its Final report without tying up—participation rules applicability changed due to a change in vessel configuration. • The transit history ending time is recorded and transit history is saved. • The operator is given the option to delete the icon from the display.
<u>prospective flag</u>	<p>Prospective is a "flag" that is added to a DOCKED, ANCHORED, or OUT OF AREA vessel's record to indicate that the vessel has a scheduled transit.</p> <p>The PROSPECTIVE flag is automatically removed and the status is shifted to UNDERWAY when the VTS controller launches the track.</p> <p>The PROSPECTIVE flag causes the vessel record to appear on the Prospective List.</p>

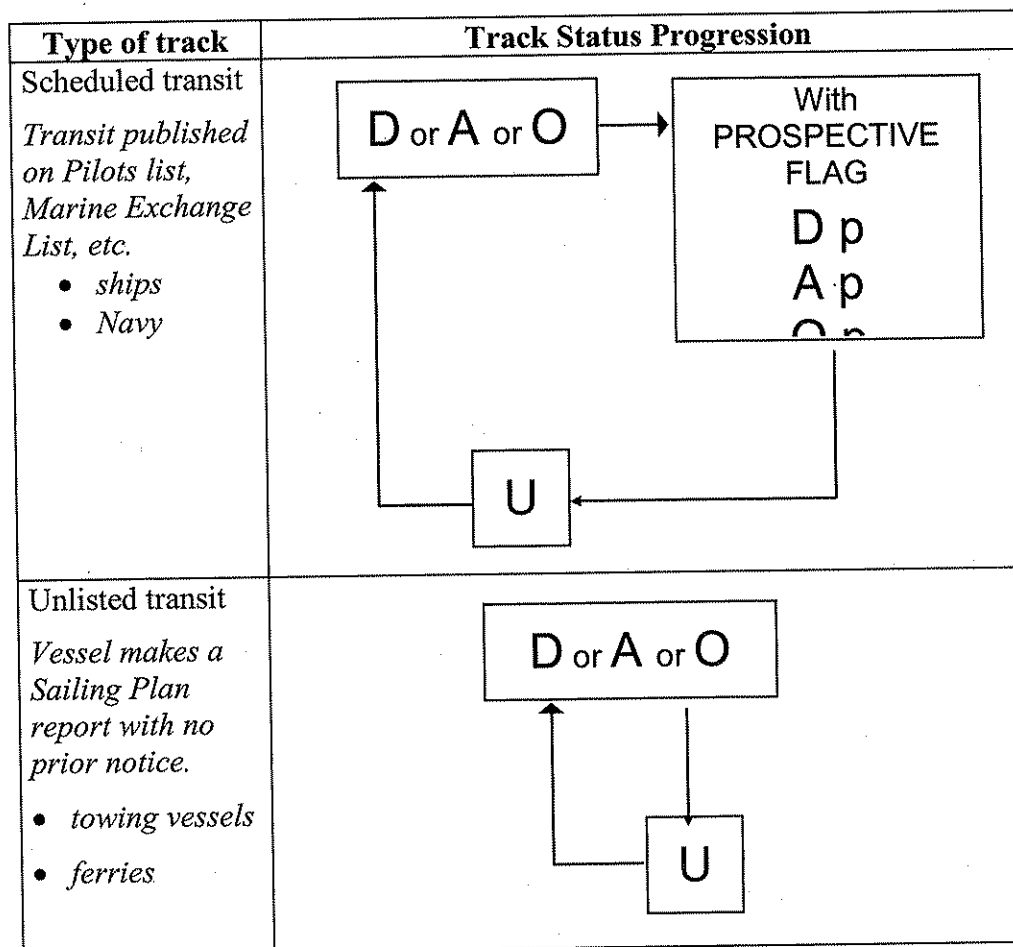
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Track status explanation, Continued

Block Diagram

The table and diagrams below show how tracks progress through the track statuses.

Abbreviations
U = UNDERWAY
D = DOCKED
A = ANCHORED
O = OUT OF AOR
p = prospective flag



Track Status Progression Block

Continued on next page

Track status explanation, Continued

Example 1

The following table depicts one listed vessel's track status as it changes through every possible track status.

Abbreviations	
U	= UNDERWAY
D	= DOCKED
A	= ANCHORED
O	= OUT OF AOR
p	= prospective flag

Date and Time	Event	Track status becomes
02 0200	The tanker Tavi docks at Arco and the VTS controller activates VAM: DOCK.	D
02 0600	VTs watch supervisor receives the faxed Pilots List which shows tanker Tavi scheduled to depart for A9 at 1130. The supervisor puts that information on the Prospective list.	Dp
02 1130	The tanker Tavi makes a Sailing Plan report. The VTS controller "launches" the track.	U
02 1155	The tanker Tavi reports underway from Arco bound for Anchorage 9.	U
02 1330	The tanker Tavi reports anchored in Anchorage 9. The VTS controller activates VAM: ANCHOR.	A
02 1600	VTs watch supervisor receives the faxed Pilots List which shows the tanker Tavi scheduled to depart for sea at 2200. The supervisor puts that information on the Prospective list.	Ap
02 2205	The tanker Tavi makes a Sailing Plan report. The VTS controller activates VAM: UNDERWAY.	U
02 2235	The tanker Tavi reports anchor up and underway from Anchorage 9 bound for sea.	U
03 0030	The tanker Tavi reports passing Bodega Head outbound and checks out. The VTS controller activates VAM: DOCK.	D
05 1200	VTs watch supervisor receives the faxed Pilots List which shows that the Tavi is scheduled to arrive from sea at the Pilot Station at 1600. The watch supervisor puts the information for the tanker Tavi onto the Prospective List.	Dp
05 1400	The tanker Tavi makes a Sailing Plan report near Cordell Bank indicating that the vessel is approaching the VTS boundary inbound.	U

Continued on next page

Track status explanation, Continued

Example 2 This table depicts five different unlisted vessels' track statuses changing in the logical sequence.

Event	Track status...	
	From	To
A ferry makes a Sailing Plan report to VTS at Clay Street.	D	U
A Coast Guard 41-footer makes a Sailing Plan report at Station San Francisco.	D	U
A towing vessel makes a Sailing Plan report to VTS at Richmond.	D	U
A ferry makes a Final report to VTS at the Ferry Building.	U	D
A towing vessel makes a Final report at APL.	U	D

Example 3 This table depicts two towing vessels' track statuses changing in logical sequence. In this example you see the VAM: OUT OF AOR function in use.

Time	Event	Track status...	
		From	To
02 0200	The tug Marin makes a Sailing Plan report from Arco to A9 pushing two oil barges of 900 GT each (together over 1600 GT). The Marin indicates that it will hand off one of the barges to the tug Foss in A5, then proceed to A9 with the other. <ul style="list-style-type: none"> • VTS operator launches the track and sets the icon to TOW-H. 	D	U

Tug Foss transits light from home dock to A5.

02 0300	Tug Foss makes a complete Sailing Plan report from A5 indicating that it now has one of the tug Marin's barges and that the tug Foss will be pushing the barge to Huntway Oil in Benicia. VTS operator launches the tug Foss and sets the icon to TOW-G since the one barge is under 1600 GT.	D	U
	VTS operator activates VAM: OUT OF AOR on the tug Marin. Icon is not deleted; transit data are updated, and icon is changed to TOW-G.	U	U

Now there are two tugs, each with one barge.

02 0500	The tug Marin makes a Final report alongside the tanker Tavi in A9. VTS operator activates VAM: DOCK.	U	D
02 0650	The tug Foss makes a Final report at Huntway. VTS operator activates VAM: DOCK.	U	D

Continued on next page

Track status explanation, Continued

Block Diagram The table and diagrams below show how tracks progress through the track statuses.

Abbreviations
U = UNDERWAY
D = DOCKED
A = ANCHORED
O = OUT OF AOR
p = prospective flag

Type of track	Track Status Progression
<p>Scheduled transit</p> <p><i>Transit published on Pilots list, Marine Exchange List, etc.</i></p> <ul style="list-style-type: none"> ships Navy 	<pre> graph TD A["D or A or O"] --> B["With PROSPECTIVE FLAG Dp Ap Op"] B --> C["U"] C --> A </pre>
<p>Unlisted transit</p> <p><i>Vessel makes a Sailing Plan report with no prior notice.</i></p> <ul style="list-style-type: none"> towing vessels ferries 	<pre> graph TD A["D or A or O"] --> B["U"] B --> A </pre>

Track Status Progression Block

Continued on next page

Track status explanation, Continued

Example 1

The following table depicts one listed vessel's track status as it changes through every possible track status.

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p	= prospective flag

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02 1130	The tanker Tavi makes a Sailing Plan report. The VTS controller "launches" the track.	U
02 1155	The tanker Tavi reports underway from Arco bound for Anchorage 9.	U
02 1330	The tanker Tavi reports anchored in Anchorage 9. The VTS controller activates VAM: ANCHOR.	A
02 1600	VTS watch supervisor receives the faxed Pilots List which shows the tanker Tavi scheduled to depart for sea at 2200. The supervisor puts that information on the Prospective list.	Ap
02 2205	The tanker Tavi makes a Sailing Plan report. The VTS controller activates VAM: UNDERWAY.	U
02 2235	The tanker Tavi reports anchor up and underway from Anchorage 9 bound for sea.	U
03 0030	The tanker Tavi reports passing Bodega Head outbound and checks out. The VTS controller activates VAM: DOCK.	D
05 1200	VTS watch supervisor receives the faxed Pilots List which shows that the Tavi is scheduled to arrive from sea at the Pilot Station at 1600. The watch supervisor puts the information for the tanker Tavi onto the Prospective List.	Dp
05 1400	The tanker Tavi makes a Sailing Plan report near Cordell Bank indicating that the vessel is approaching the VTS boundary inbound.	U

Continued on next page

Track status explanation, Continued

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A towing vessel makes a Final report at APL.	U	D

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		From	To
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Tug Foss transits light from home dock to A5.

02 0300	Tug Foss makes a complete Sailing Plan report from A5 indicating that it now has one of the tug Marin's barges and that the tug Foss will be pushing the barge to Huntway Oil in Benicia. VTS operator launches the tug Foss and sets the icon to TOW-G since the one barge is under 1600 GT.	D	U
	VTS operator activates VAM: OUT OF AOR on the tug Marin. Icon is not deleted; transit data are updated, and icon is changed to TOW-G.	U	U

Now there are two tugs, each with one barge.

02 0500	The tug Marin makes a Final report alongside the tanker Tavi in A9. VTS operator activates VAM: DOCK.	U	D
02 0650	The tug Foss makes a Final report at Huntway. VTS operator activates VAM: DOCK.	U	D

Appendix B

Tracking status

Definition

A tracking status indicates the means by which the VTS system is keeping the track correlated on the display with the vessel's real-world position.

List

The following table describes each tracking status.

Tracking status	Description
GOOD	Strong radar track. The radar processor is automatically updating the track icon's position.
COAST	Weak radar track. Track icon's position is still automatically updated but the radar processor is "experiencing difficulty" maintaining continuous GOOD radar track. If tracking status remains COAST too long tracking status will go to LOST.
LOST	Dropped radar track. LOST is a temporary tracking status to alert you that the radar processor has lost (dropped) track of the radar target. Tracking status will only remain LOST for a very short period. After that it will either go to MANUAL or SR (Standard Route) status.
MANUAL	Stationary track that requires you to "manually" reposition it in order to keep up with the vessel's position.
SR (Standard Route)	Dead-reckoned track. The track icon automatically moves along the course of a pre-established Standard Route at the pre-set speed of the Standard Route or—if it went SR from LOST—at the speed last held by the radar processor.
EOR	An SR track that has reached the end of its route.

Determining

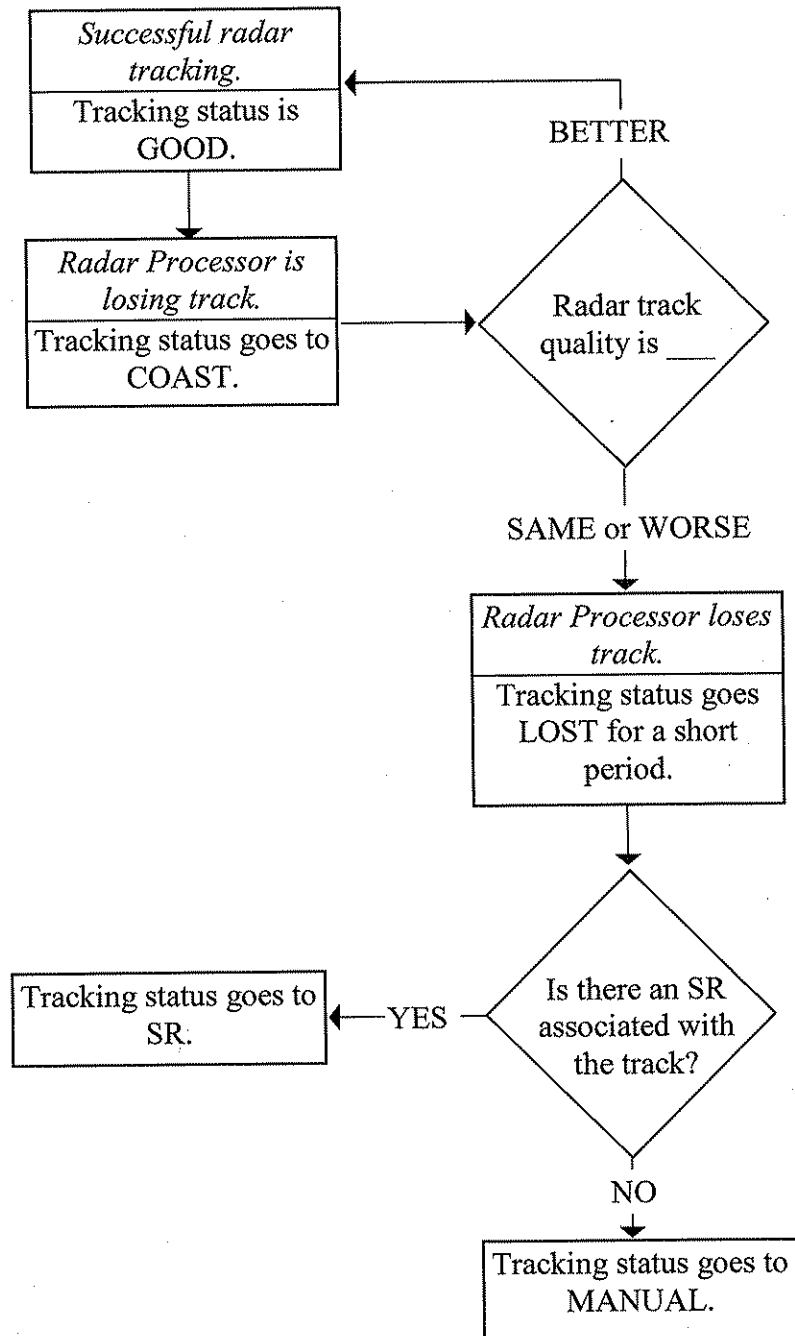
The table below explains how tracking status is reported to the operator.

Track type	Sector Summary The details of the tracking status...	FARMS character on track tag The general tracking status...
Radar	"GOOD", "COAST", or "LOST"	R
Manual	"MANUAL" or "EOR"	M
Standard Route	"SR" and the SR number	S

Continued on next page

Tracking status, Continued

Block Diagram The following diagram shows the logical progression of a track's tracking status as it changes from GOOD to COAST to LOST to MANUAL or SR.



Logical progression of tracking status

Appendix C

Radar site selection instructions

Radar coverage The following table shows radar sites and describes the general geographic areas that each radar site covers best.

- Primary refers to the area that the site optimally covers.
- Secondary refers to the area that the site can be relied upon to cover under special circumstances (e.g., primary site is inoperable or will not track).

Radar site	Use for tracks...	
Point Bonita	Primary	West of the Golden Gate Bridge (GGB).
	Secondary	GGB to Treasure Island via the Eastbound traffic lane
Mare Island	Between the Carquinez Bridge and (just west of) Pinole Point.	
Point San Pablo	Primary	Between Pinole Point and the Richmond Bridge.
	Secondary	Central bay east side and Larkspur Channel area.
Yerba Buena Island	Central bay, south San Francisco Bay, and Oakland-Alameda Estuary.	

The best radar site Generally the best radar site is the one closest to the target's position. The farther a target gets from a radar site the less accurate radar tracking from that site will be.

Choosing a site that is not displayed

It is possible to track from a radar site even if that site isn't displayed on a given chart window.

For example: On the Bay Sector ODP the central bay chart doesn't include Point San Pablo (PSP) radar video. However, since the Bay Sector ODPs are subscribed to the PSP radar that radar is listed when you attempt to start a radar track.

Why would you do such a thing?

In areas where two sites have coverage (e.g., near the RLW) or in areas where one site is shadowed (e.g., Larkspur Channel area) you may have success tracking with an adjacent site even though the adjacent site isn't displayed.

In this case you would use the radar video from the displayed site as a reference for clicking on the screen; then you would select the adjacent site from the Radar Selection Menu.

Warning: When you choose a site that's not displayed you run the risk of accidentally acquiring the wrong target due to misalignment between the two sites.

Appendix D

Factors affecting radar display and tracking

**WARNING:
Radar video
masking**

All land areas and bridges are masked. That is, these areas are made invisible to the radar system.

In some places these masks extend slightly into the water areas.

WARNING: Vessels may disappear from radar when they come close to land or bridges.

**Leading the
radar video**

When prompted by the position prompt to click on radar video, do not click directly on the mass of the radar target. Click slightly ahead of the radar target. This procedure is known as "leading the radar video."

Why?

The computer display receives radar information in two ways:

1. Radar video (image that you see)
2. Radar track data (where the computer "believes" the radar track is).

The ODPs update the positions of the radar track data more frequently than they update the radar video. Therefore, it is likely that the radar track (that which you are really acquiring) is slightly ahead of the radar video (that which you see) by approximately six seconds.

Bridges

Sometimes the system will not track targets as they pass under bridges. The track icon may separate from the radar video and begin to track the bridge or may go LOST and stop on the bridge.

Shadows

There are many radar shadows in VTS's radar coverage area. The computer system will not reliably track targets when they pass through radar shadows if the target is obscured too long.

**Sudden
excessive video**

The radar processor is a computer. There is a limit to the amount of track data that the radar processor can handle.

Remember, all of the radar video that you see is regarded by the radar processor as potential tracks—it is processing everything. If weather or sea conditions suddenly worsen—thereby increasing the amount of radar return—radar tracking will suffer. It is important to take corrective actions quickly after noticing that conditions have worsened.

Ch10



Prospective List

Prospective List

Introduction

Overview This section contains the procedures for creating and working with the prospective list.

In this section This section covers the following topics.

Topic	See Tab
Processing the Prospective List	2
Adding a vessel record to the prospective list	3
Purging vessel records from the Prospective List	4
Entering Special Categories	5
Viewing and printing the prospective list report	6

Processing the Prospective List

What is Prospective?

A prospective record is a temporary record stored in a database for an upcoming transit—a transit that is projected on the Pilot's list or Marine Exchange List, etc. It contains transit information such as estimated time of departure, vessels destination, vessel's side to the dock.

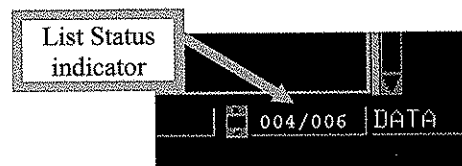
If there is a prospective record in the database it will show up—containing all of the already-entered transit information—when the vessel checks in to VTS and the operator types the vessel's name in the UTDC. The operator need not retype the prospective information.

When the track is launched and the transit is started the prospective record disappears from the database and all of the prospective information is transferred to the active transit record.

Already Prospective?

How can you tell if a vessel is already prospective?

1. When you bring the vessel record up in the UTDC the form populates with common prospective information. (E.g., the FM field and TO field are filled in; the side to the dock code is in the HAND field).
2. When you bring the record up in the UTDC the List Status indicator at the bottom of the UTDC shows numerals indicating record number *x* of *y*. In the DATA mode this field is usually empty.



Lower right corner of the UTDC

Process

The following describes the five-stage process for making the prospective list.

Stage	Description
1	Review resources and add each vessel to the prospective list.
2	Purge non-anchored vessel records from the prospective list for postponed transits.
3	Purge anchored vessel records from the prospective list for postponed transits.
4	Annotate records with Special Categories.
5	Run and print the prospective list report.

Adding a vessel record to the prospective list

Preparation

For this procedure, make the following preparations.

- Get an up-to-date pilot's list.
- Make necessary telephone calls to ascertain independent ship movements.
- Go to ODP 1, the watch supervisor console.

Procedure

Perform the following steps to enter the prospective information.

Step	Action
1	Bring the vessel record into the UTDC by typing.
1a	If you discover that the vessel isn't in the VID table: 1. Clear out the UTDC. 2. Add the vessel to the VID table with the Vessel Maintenance Form. 3. Go back to Step 1. Note: If you do not have time to process the new VID table entry (MSIS, VMF) before the vessel checks in with VTS, enter the new vessel into the VID table as an UNK using the UTDC; then make it prospective.
2	FM and TO fields: Fill in the FM and TO fields.
3	ETD field: Type the ETD (time the vessel will enter the VTS area). Note: Only the watch supervisor's console has the ETD field.
4	HAND or Remarks field: For Inbound Offshore vessels enter this data in the Remarks field. For all other vessels enter this data in the HAND field. <ul style="list-style-type: none">• Type "PS" for vessels that are or will be moored port side to the dock.• Type "SS" for vessels that are or will be moored starboard side to the dock.
5	Strike [Ctrl O] to save the record to the prospective list.

Note: When entering prospective data for Inbound Offshore vessels the HAND field must always be left empty.

Editing existing prospective information

To edit existing prospective information simply:

1. bring the vessel record into the form;
2. make the necessary changes;
3. strike [Ctrl O] to save the changes.

Purging vessel records from the Prospective List

Procedure

Perform the following steps to purge vessel records from the prospective list.

Procedure 1—NON-anchored vessels

Step	Action
1	Bring the vessel record into the UTDC by typing.
2	Strike [Ctrl D] to delete the prospective record.
3	Answer YES to the warning prompt.



WARNING: Do not use [Ctrl D] to purge anchored prospective records. Doing so will delete the transit record and will delete the track icon from the screen.

Procedure 2—Anchored vessels

1	Bring the vessel record into the UTDC.
2	Clear out the ETA field.
3	Clear out any other fields holding prospective information. <ul style="list-style-type: none">• HAND• RMKS
4	Strike [Ctrl O] to save the changes.

Entering Special Categories

Purpose

When added to a vessel's Vessel ID Table record the Special Category serves as a flag for alerting the operator to special concerns that apply to the vessel.

When a vessel with a Special Category is brought into the UTDC the SCAT field contains the Special Category code and the code is highlighted in red.

SCAT defined

Following is a list of Special Categories and a brief explanation as to their meanings.

SCAT	Explanation
MSO	Marine Safety Office / Captain of the Port hold is in effect.
HAZ	This is a hazardous materials transit by CFR definition.
LOD	Letter of deviation has been issued. (Look for hard copy.)
SIV	Nation of registry makes it a special-interest vessel (per 33 CFR 160 subpart c).
SOLAS	Detention has been issued for violation of international Safety of Life at Sea conventions.
TUGESC	Special case (not a routine tanker transit) requiring tug escort.
DEEP	There are draft-related concerns for this transit.
LAW	Law enforcement lookout is requested for this vessel.

Procedures

Perform the following steps to enter, change, or delete Special Categories.

Step	Action
------	--------

Part 1—In the Vessel Maintenance Form

1	Activate the Vessel Maintenance Form.
2	Query for the record of the vessel whose Special Category needs updating.
3	Enter the Special Category in the Special Category field. • To remove a Special Category, clear the field.
4	Click OK.
5	Exit the form.

Part 2—In the UTDC

6	Bring the record up in the UTDC by typing.
7	Verify that the change was effective.
8	Strike [Ctrl O] to save the changes (even if you made no direct changes via the UTDC).

Viewing and printing the prospective list report

What is it?

The prospective list report is a list showing scheduled vessel movements.

The list is intended to be “sector-operator friendly” with traffic management-oriented data grouped together and sorted in a useful way.

Procedure

Perform the following steps to run and print the prospective list report.

Step	Action
1	Activate Reports on the Main Menu bar; select P-List. <ul style="list-style-type: none">• The Runtime Parameter Form window appears.
2	Push Run Report. <ul style="list-style-type: none">• A preview window appears on the screen containing the report.
3	Push Print if you want to print the report. Otherwise skip to Step 5 and close the report window. <ul style="list-style-type: none">• The Print Job window appears.
4	Push Print (in the Print Job window). <ul style="list-style-type: none">• The report prints.
5	Push Close when finished. <ul style="list-style-type: none">• The Report window disappears.

Ch11



Zetron Communications System Guide

Zetron Communications System

Introduction

Overview This section contains the procedures for operating the Zetron communications control system.

In this section This section covers the following topics.

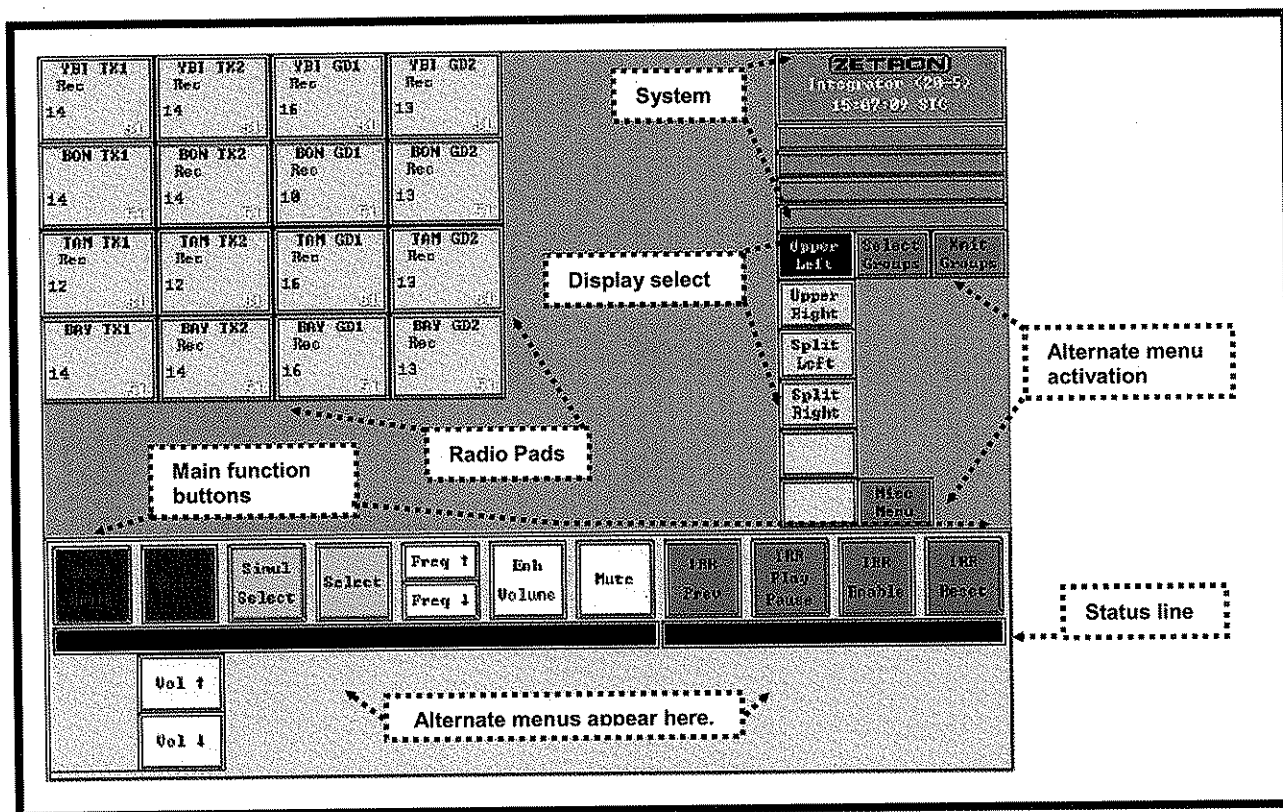
Topic	See Page
Status display and control screen	2
Highlighted versus selected	3
Selecting and deselecting radios	4
Transmitting (keying radios)	5
Receiving an incoming call	6
Adjusting radio volume	7
Changing frequencies	9
Instant record and recall	10
Reloading configuration	12
Appendix A — Default operational settings	14

Status display and control screen

Functionality All of the controls and system status indications are on one screen.

Parts The Zetron control and display screen has the following areas.

Area	Function
1. System	Refer to Zetron Model 4217NT / iNTEgrator Installation and Operation Manual pages. 3-5, 3-6, and 5-2. Special: Line three shows All Mute timeout countdown.
2. Radio pads	Radio pads are used for selecting and highlighting radios for transmitting and receiving, and for controlling (channel selection, volume adjustment, etc.).
3. Display select	Used for choosing a radio pad display configuration.
4. Alternate menu selection	Used for activating alternate function menus that appear at the bottom of the screen.
5. Status line	Used to display text messages for specific menu operations.
6. Main function buttons	Contains the primary control buttons for radio selection, adjustment, transmitting, and call playback.
7. Alternate menu display	Shows alternate menus that are activated via the alternate menu buttons.



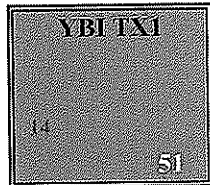
Default VTS San Francisco Zetron console parts and configuration

Highlighted versus selected

Highlighted

This radio pad is highlighted only.

Procedure: Just touch the pad to highlight.



For this radio you can:

- control volume
- change frequency
- Select (not Simul select).

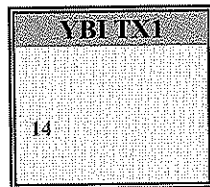
For this radio do not:

- activate IRR because you will not hear the results;
- Mute or Enh Volume because you will not hear results.

For this radio you will not receive any audio through the headset.

Selected

This radio pad is selected only.



For this radio you can:

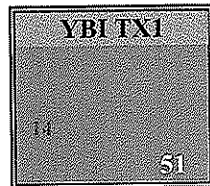
- guard (listen to) the audio through your headset
- Xmit (simulcasting on all selected radios).

For this radio do not:

- Xmit unless you intend to simulcast on all selected radios
 - push the foot pedal or the belt-clip key—only the highlighted radios will transmit using those.
-

Both

This radio pad is both highlighted and selected

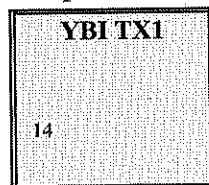


For this radio you can:

- do everything as with selected or highlighted radio pads;
 - transmit using the foot pedal, belt-clip, or Instant Xmit
 - control the IRR.
-

Neither

This pad is neither highlighted nor selected.



For this radio you can only observe channel activity.

No received audio will be heard in your headset.

Selecting and deselecting radios

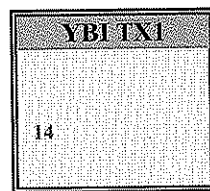
What it means

When a radio is *selected*:

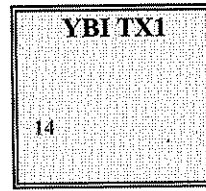
- audio from that radio is heard in the headset;
 - pushing the `xmit` button keys the radio if it is a transmitter.
-

Indication

When a radio is selected its pad shows a green bar across the top.



Selected



Deselected

Single radio selection

To select one radio and deselect all other radios instantly:

1. make sure the `Simul Select` button is in the up position;
2. highlight the pad for the radio to be selected;
3. push the `Select` button.

Note: When the `Simul Select` button is down, pushing the `Select` button:

- will toggle the highlighted radio between selected and deselected;
 - will not deselect all other radios.
-

Simultaneous radio selection

Any number of radios can be selected at once.

To select more than one radio simultaneously:

1. push the `Simul Select` button down;
 2. touch the pad for each radio that you want to select.
-

Group select

To instantly select a predefined group of radios:

1. push `Select Groups`;
 2. touch the button for the desired group.
-

De-selection

To deselect a radio:

1. push the `Simul Select` button down;
 2. touch any selected radio pad. The green bar will disappear.
-

Transmitting (keying radios)

Three methods There are three methods to key a radio. The effect of each method is as follows.

Method 1. Transmits on the highlighted radio ONLY—doesn't transmit on the selected radios.

Method 2. Transmits on all selected radios simultaneously (simulcasting).

Method 3. Transmits on a special, predefined group of radios and disregards highlighted or selected radios (simulcasting).

Important: Under normal conditions, use Method 1 only. Simulcasting can cause radio interference and echo making your transmission unreadable.


Transmit on highlighted radio To instantly transmit on only the highlighted radio do one of the following.

- Push and hold the `Inst Xmit` (Instant Transmit) button.
- Step on the foot pedal.
- Depress the belt-clip.

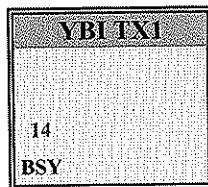
Transmit on all selected radios Push and hold the `xmit` button to transmit simultaneously on all selected radios.

Transmit groups To instantly transmit on a predefined group of radios—thereby overriding all radio selection and highlighting—do the following.

1. Push the `xmit Groups` button down.
2. Push and hold the desired transmit group button.
3. Release the `xmit Groups` button when finished.

 **WARNING:** If a radio in the transmit group is not selected, no received audio will be heard from that radio through your headset.

Indication When a radio is keyed (and is transmitting) the BSY indicator will show.



Selected radio showing BSY indicator

Note: When you are using Method 2, the BSY indicator will show on all selected radio pads regardless of whether the radio is a transceiver or a guard receiver.

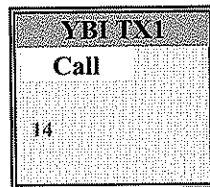
Receiving an incoming call

Selected radios Received radio traffic on selected (green bar across the top) radios will be heard through your headset. If a radio is not selected, you will not hear a call received on that radio.

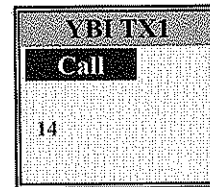
Indication When a radio call is detected, the CALL indicator will show.

Color scheme

Colors	Meaning
Red on White	IRR not enabled
White on Red	IRR is enabled



Selected radio without IRR enabled receiving a call.



Selected radio with IRR enabled receiving a call.

Note: Incoming calls on unselected radios will indicate exactly as with selected radios.

Hearing yourself You will never hear yourself transmit in your own headset. Your ear piece will be silent whenever your console is keyed. This is done to prevent unwanted digital delays and echo from interrupting your call.

Hearing other operators If your console is configured to guard another operator's transmit frequencies, you will hear the other operator's traffic if it is received by one of your radios. Expect a delay in the received audio.

Adjusting radio volume

Terminology

1. **Mute** instantly reduces the highlighted channel's volume to a preset volume level. Muting does not silence the channel.
2. **Enh Volume** (Enhance volume) instantly boosts the highlighted channel's volume to the preset Enh Volume level.

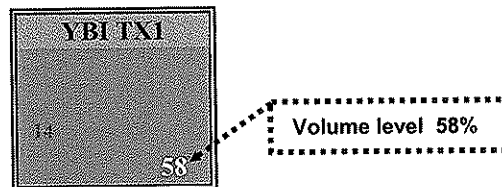
Note: See Appendix A for volume level preset values.

Single channel volume adjustment

To adjust the volume for a radio channel, do the following.

1. Highlight the desired pad.
2. Push the **vol ↑** or **vol ↓** button.
3. Watch the volume level change in increments of three percentage points.

Volume minimum and maximum settings are pre-set. See Appendix A.



Selected and highlighted channel showing volume level 58

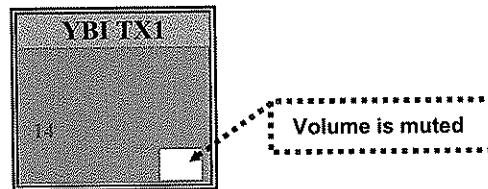
Mute a channel

To mute a radio channel, do the following.

1. Highlight the desired pad.
2. Push the **Mute** button.
3. The volume level indicator will turn into a yellow square.

To un-mute a radio channel simply highlight the muted channel's pad and push the **Mute** button again.

Default setting: During routine operations all non-channel 14 or channel 12 radios should be muted so that the operator can differentiate between calls on the VTS assigned frequencies and other calls.



Selected and highlighted channel showing volume muted

Continued on next page

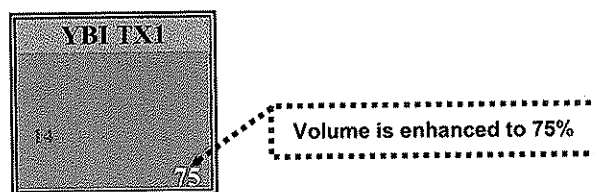
Adjusting radio volume, Continued

Enhance (boost) a single channel's volume

To Enh Volume (boost the volume) for a single radio channel, do the following.

1. Highlight the desired pad.
2. Touch the Enh Volume button.
3. The volume level indicator will show the enhanced volume and the number will blink while Enh Volume is on.

To disable Enh Volume for a channel, simply highlight the enhanced channel; then push the Enh Volume button again.



Selected and highlighted channel showing volume enhanced to 75 percent

Note: If the highlighted channel's volume is already adjusted to a value greater than the Enh Volume value, the Enh Volume feature will actually reduce the volume to the preset Enh Volume value.

Changing frequencies

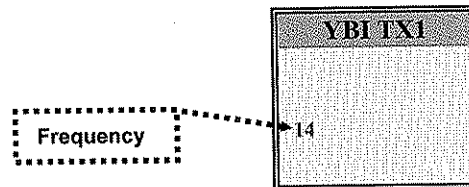
Terminology

1. "Frequency" refers to the VHF FM marine band channel number. (E.g., channel 14 is referred to in the Zetron as frequency 14.)
 2. "Pad" refers to a single square in the Radio Channel part of the touch screen.
-

Procedure

To change a radio frequency do the following.

4. Highlight the desired pad.
5. Touch the Freq↑ or Freq↓ button.
6. Watch the highlighted pad's frequency change.



Selected channel showing frequency 14

Default setup

Except when being used under special circumstances all radios channels must always be set to default frequencies.

See Appendix A for default channel frequency settings.

Instant record and recall

Concept of operations

The IRR system works by recording a continuous loop of audio for up to four minutes for each channel. Recorded audio is divided into "calls" by the intervals of silence between the calls.

The total call recording capacity (number of calls) depends on the length of each call.

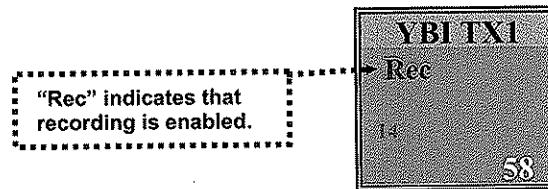
For example: Capacity is one four-minute call or four one-minute calls.

Enabling / disabling recording

Enabling the channel activates the Instant Record and Recall for that channel only.

To enable a channel, do the following.

1. Highlight the desired channel.
2. Push the IRR Enable button.



Selected and highlighted channel showing IRR enabled

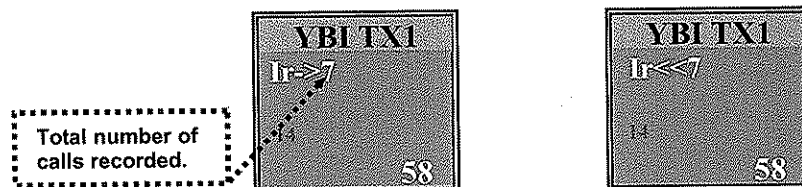
To disable recording, highlight the enabled channel; then push IRR Enable again.

Important: All selected channels must be enabled for IRR at all times.

Playing the last recorded call

To play the last recorded call (most recent call heard by you) for a channel, do the following.

1. Highlight the channel.
2. Push the IRR Play Pause button once and playback will begin instantly.
3. To rewind **this** call press the IRR Prev button once while the audio is playing; then press IRR Play Pause again to re-start playback.



2. Playing most recent call

3. Rewinding most recent call

Note: If a call is received or a transmission is initiated while playback is in progress, the playback will be paused.

Continued on next page

Instant record and recall, Continued

Playing earlier recorded calls

To skip through the list of recorded calls to a preceding recorded call do the following.

1. Press the **IRR Prev** button repeatedly until the desired call number is displayed.
2. When the desired call number is displayed, press the **IRR Play Pause** button to start the playback.

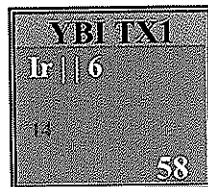
When a preceding recorded call is finished playing, the IRR will automatically pause at the end of the call and wait for your command.

3. Now you can do any of the following:
 - a. rewind and replay this call by pressing **IRR Prev** once, then **IRR Play Pause**;
 - b. skip to the preceding call in the list by pressing **IRR Prev** twice; or
 - c. halt playback by pressing **Reset IRR**.
-

Pausing playback

Pausing playback will hold the playback of a call at the pause point indefinitely.

To pause playback simply press the **IRR Play Pause** button during playback.



Playback of call 6 is paused

Resetting the IRR

Resetting the IRR for a channel will instantly halt the playback and return the message pointer to the end of the recorded calls.

To reset the IRR for a channel simply press the **IRR Reset** button.

Reloading configuration

Permission and passwords

Password security: Only watch supervisors shall possess the configuration password. Watch supervisors shall guard the password and prevent it from being compromised.

Only the on-duty watch supervisor is permitted to type in the configuration password and reload a console's configuration. Operators shall never type in the password and shall never reload a configuration on their own.

When and why

Whenever a Zetron console is rebooted or logged out, or when the Zetron console software is restarted, the configuration file automatically reloads on that console.

Warning Known problem

Reloading a configuration file on one console affects every other console. Once the new configuration is loaded on one console, the accuracy of the radio frequency display on all other consoles is questionable.

These are the requirements to negate the known problem.

- Whenever one console configuration is reloaded, every other console must immediately have its configuration reloaded.
 - Never key a radio after a configuration reload until all consoles have been reloaded.
-

Procedure

Perform the following steps to reload a configuration.

Note: For these procedures you will need the Zetron console mouse and keyboard.

Step	Action
1	On the keyboard, strike Ctrl – T to make the Zetron touch-screen display into a separate window. The window's title bar will now be visible.
2	Right-click on the title bar to activate the pop-up menu.
3	Select "Reload Configuration" from the pop-up menu.
4	Type in the password and press OK. The displays on every Zetron console will gray out, then reset.

Continued on next page

Reloading configuration, Continued

Effect Reloading the configuration affects the following.

Parameter	Effect
Enhanced volume	All are “de-enhanced” on the console that initiates the configuration reload.
IRR channel status	IRR is unaffected by configuration reload.
Muted channels	All are un-muted on the console that initiates the configuration reload.
Radio frequencies	All are reset to the default on the console that reloads. All other consoles inaccurately show the pre-reload frequency configuration.
Selected channels	All channels are deselected on the console that initiates the configuration reload.
Volume levels	All return to the default setting on the console that initiates the configuration reload.

Advanced console settings

The graphic below shows the advanced console settings. These settings should never be changed except under the direct guidance of the system administrator.

The graphic is provided as a job-aid in case these settings are accidentally maladjusted during the course of reloading the configuration.

Console Settings

Serial Port Settings

Port ID	Port Number	Baud Rate
CIC	COM5	9600
Audio Panel	COM6	9600
Recall Recorder	None	9600
Remote I/F	None	9600

Integrator Radio Dispatch Configuration Files

Primary: C:\Program Files\Zetron\Integrator\OPS.cfg

Secondary:

Configuration Number: 1

Password:

Appendix A — Default operational settings

Frequency settings

The diagram below shows the default frequency settings.

YBI TX1 14	YBI TX2 14	YBI GD1 16	YBI GD2 13
BON TX1 14	BON TX1 14	BON GD1 10	BON GD2 13
TAM TX1 12	TAM TX2 12	TAM GD1 16	TAM GD2 13
BAY TX1 14	BAY TX2 14	BAY GD1 16	BAY GD2 13

Note: Any of these radios may be changed to other frequencies for short periods if necessary. Whenever possible, operators should use alternate transceivers for alternate frequencies, leaving the routinely-selected transceiver tuned to the default frequency.

Selection and highlighting

The diagrams below show which radios must, during routine operations, be selected and highlighted and set to a “readable” volume.

- Selected radios are indicated with a green (darker) bar at the top.
- Highlighted radios are indicated with blue (dark) background.

Note: Any of these radios may be deselected or muted for short periods when necessary to conduct undisturbed communications on other radios.

Note: Diagrams depict TX1 being used. Settings are the same regardless of which transceiver is in use or if a combination of transceivers is in use.

Sector	Selection diagram			
Bay (Left & Right)	<div>YBI TX1 14</div>	YBI TX2 14	YBI GD1 16	<div>YBI GD2 13</div>
	<div>BON TX1 14</div>	BON TX1 14	BON GD1 10	<div>BON GD2 13</div>
	TAM TX1 12	TAM TX2 12	TAM GD1 16	TAM GD2 13
	<div>BAY TX1 14</div>	BAY TX2 14	BAY GD1 16	<div>BAY GD2 13</div>
Ocean & Delta	<div>YBI TX1 14</div>	YBI TX2 14	YBI GD1 16	<div>YBI GD2 13</div>
	<div>BON TX1 14</div>	BON TX1 14	BON GD1 10	<div>BON GD2 13</div>
	<div>TAM TX1 12</div>	TAM TX2 12	<div>TAM GD1 16</div>	TAM GD2 13
	<div>BAY TX1 14</div>	BAY TX2 14	BAY GD1 16	<div>BAY GD2 13</div>
Supervisor	<div>YBI TX1 14</div>	YBI TX2 14	<div>YBI GD1 16</div>	<div>YBI GD2 13</div>
	<div>BON TX1 14</div>	BON TX1 14	BON GD1 10	<div>BON GD2 13</div>
	<div>TAM TX1 12</div>	TAM TX2 12	<div>TAM GD1 16</div>	TAM GD2 13
	<div>BAY TX1 14</div>	BAY TX2 14	<div>BAY GD1 16</div>	<div>BAY GD2 13</div>

Ch12



Coordination of Communications for
UPRRB life operations

Coordination of Communications for Union Pacific Railroad Bridge Lift Operations (the "Communications Protocol")

Introduction

Purpose The purpose of this document is to outline the communications procedures related to ships transiting through the Union Pacific Railroad Bridge.

Example communication In this document you will find examples of communications (*in italics*). These examples show what typical communications might sound like.

In this document In this document the following topics are discussed.

Topic	See Page
Section 1 — Routine Communications	
Basic instructions	2
Advance call procedures	3
Requesting a lift procedures	4
Canceling request for a lift	5
Section 2 — Emergency Communications	
Basic instructions	6
Emergency communications procedures	7
Appendices	
Appendix A — Terminology and phrases	8

Regulation Refer to 33 CFR 117 – Drawbridge Operating Regulations for rules and regulations pertaining to drawbridge operations.

References This document is based on extensive input from Union Pacific Railroad, VTS San Francisco, the San Francisco Bar Pilots, AMTRAK, and the Capitol Corridor Joint Powers Commission.

Please direct all inquiries about this document to the following:

Scott Humphrey

E-mail: scott.humphrey@uscg.mil

Section 1 — Routine Communications

Basic instructions

When to call

This communications protocol is based on the vessel establishing initial contact with the bridge when the vessel is at the following locations.

Vessel is...	Establish first communications...
Transiting eastbound	When the vessel is underneath the Carquinez Bridge and prior to the Position report to VTS.
Transiting westbound	When the vessel is between New York Point and Concord Pier 3 (CCR 3). Call no later than CCR 3, and prior to the Position report to VTS.
Moored between the Carquinez Bridge and New York Point	As soon as possible after making the Sailing Plan report to VTS.

05/14/2007

Key phrases

In order for the communications protocol to be successful both parties must make every effort to communicate in accordance with the example communications provided herein.

These key phrases are intended to aid in avoiding confusion with respect to when a lift is required.

VTS's role

VTS's primary role with respect to this communications protocol is to monitor communications. If key phrases are not used either party (rail or bridge) may be prompted by VTS to repeat communications.

Whenever confused as to the intended meaning of communication VTS may intervene.

Note: Either party (rail or bridge) may request the other to repeat communications whenever key phrases are not used or meaning is unclear.

Call signs

The following radio call signs apply

Station	Call sign
Ship	Pilot unit designator: "Unit Tango"
Rail	"Union Pacific Railroad Bridge" or "UP Bridge"
VTS	"San Francisco Traffic" or "Traffic"

Advance call procedures

Procedure

Perform the following steps to advise the bridge of an expected lift request call.

Note: Where there are superscript numbers, refer to the explanations in Appendix A.

Who	Part	Syntax
Ship to Rail	NOTICE	<i>This is Unit [unit designator] aboard the [ship name] at [location] making an ADVANCE CALL. I will call you at ¹ [time] to request a full lift.</i>
Rail to Ship	REPEAT & ACK	<i>Understand Unit [unit designator] is making an ADVANCE CALL and will call at [time] to request a full lift.</i>

During the above communications the rail will assess the situation and will be prepared to present Option 1 or Option 2 (below). If necessary rail should tell the ship to "stand by" to allow extra time for situational assessment.

Option 1 — If no trains are expected...

Rail to Ship	AFFIRM	² <i>Standing by for your call.</i>
Ship to Rail	VERIFY & END	<i>That is correct. Out.</i>

Option 2 — If a train might conflict with the lift request time...

Rail to Ship	PROPOSE	<i>There is a [passenger / freight] ³ train scheduled over the bridge. Can you delay your request for a lift until [time]?</i>
Ship to Rail	ANSWER	<i>a) Affirmative. Unit [unit designator] will delay request for a full lift until [new time].</i> or <i>b) Negative. Unit [unit designator] is not able to delay request for a full lift.</i>
Rail to Ship	REPEAT & ACK	<i>Understand that Unit [unit designator] is <u>able / not able</u> to delay lift request and will call at [time] to request a full lift.</i>
Rail to Ship	AFFIRM	² <i>Standing by for your call.</i>
Ship to Rail	VERIFY & END	<i>That is correct. Out.</i>

i **IMPORTANT:** If the bridge or the ship experiences problems which may impact the lift time the party experiencing the problem shall notify the other immediately.

Requesting a lift procedures

Procedure Perform the following steps when requesting a lift.

Note: Where there are superscript numbers, refer to the explanations in Appendix A.

Who	Part	Syntax
Ship to Rail	REQUEST	<i>This is Unit [unit designator] aboard the [ship name] at [location] ⁴ making a LIFT REQUEST. Request a full lift now.</i>
Rail to Ship	REPEAT & ACK	<i>Understand Unit [unit designator] is making a LIFT REQUEST for a full lift now.</i>
Ship to Rail	VERIFY	<i>That is correct.</i>
Rail to Ship	INFO	<p>1. LIFTING NOW: <i>The lift has started.</i></p> <p>or</p> <p>2. ROUTINE DELAY: <i>There is a [passenger / freight] train moving through the block. Lift will start at approximately [time].</i></p> <p>or</p> <p>3. MAJOR DELAY: <i>I cannot lift the bridge due to [briefly describe].</i></p>
Ship to Rail	REPEAT & ACK	<i>Understand [repeat information from bridge].</i>
Rail to Ship	VERIFY & END	<i>That is correct. Out.</i>

When the bridge is at a full lift.

Rail to Ship	INFO	<i>You have a full lift.</i>
Ship to Rail	REPEAT & ACK	<i>Understand I have a full lift.</i>
Rail to Ship	VERIFY & END	<i>That is correct. Out.</i>

Canceling request for a lift

Procedure

Perform the following steps when canceling a request for a lift.

Note: Where there are superscript numbers, refer to the explanations in Appendix A.

Who	Part	Syntax
Ship to Rail	CANCEL	<i>This is Unit [unit designator] aboard the [ship name] at [location] canceling the lift request.⁵ No bridge lift is required.</i>
Rail to Ship	REPEAT & ACK	<i>Understand Unit [unit designator] is canceling the lift request. No bridge lift is required.</i>
Ship to Rail	VERIFY & END	<i>That is correct. Out.</i>

Keeping the ship informed

If the vessel's decision to cancel the lift request is based on information reported by the rail (e.g., mechanical problems with the bridge, train stuck on the bridge, etc.), the rail should keep the ship advised of current conditions. As soon as the problem is corrected and the bridge is able to lift, the ship should be notified.

Section 2 — Emergency Communications

Basic instructions

Purpose of the reports

A “danger imminent” report from a vessel prepares the bridge to take immediate steps to mitigate damage or injury.

A “danger imminent” report from the bridge warns nearby vessels to take immediate action to avoid approaching the bridge.

An “initial damage assessment report” provides critical post-accident damage control information. This report contains only that information which must be acted on ASAP to forestall harm or prompt immediate rescue or pollution response.

Reporting priorities

Consider the following reporting priorities in an emergency situation.

Priority	Radio Channel	What To Do
1 st	13	Warn the affected parties using the emergency communication procedure.
2 nd	14	Report the emergency to VTS San Francisco.

Channel 16 facts

Channel 16 is the international maritime calling and distress channel.

Onlookers may report an emergency to the Coast Guard on channel 16.

However...

- In the San Francisco Bay Region vessels participating with VTS are not required to monitor channel 16.
- The UPRRB never monitors channel 16.

Emergency communications procedures

Emergency alert radio signal

When giving a radio alert of an emergency concerning the Union Pacific Railroad Bridge (UPRRB) or a ship approaching or transiting through the UPRRB, the word ***“Emergency”*** should be stated three times in succession on VHF FM Channel 13 as in the procedure below.

Procedure

Following are the emergency communication procedures.

Danger imminent (Report ASAP before an accident.)

Who	Part	Action and syntax
Ship to Rail or Rail to Ship	WHISTLE ALERT	Five or more rapid blasts of the whistle.
Ship to Rail or Rail to Ship	INITIAL CALL	State: [ship/rail call sign] <i>this is</i> [station reporting the emergency].
Ship to Rail or Rail to Ship	RADIO ALERT	State: <i>Emergency, Emergency, Emergency.</i>
Ship to Rail or Rail to Ship	INFORMATION	Report the nature of the emergency. Examples: <ul style="list-style-type: none"> • Imminent collision with the bridge. • Obstructions hanging from bridge. • Train derailment affecting waterway. • Flammable liquids falling from bridge. • Toxic gas cloud. • Bridge lowering in front of ship. • Person falling from bridge.

Initial damage assessment (Report ASAP after an accident.)

Who	Part	Action
Ship to VTS or Rail to VTS	DAMAGE REPORT	Answer these questions: 1. Rail track obstruction or damage? 2. Structural damage to bridge support?
Ship to VTS or Rail to VTS	RESPONSE INFORMATION	Answer these questions: 1. People injured or in the water? 2. Navigation channel passable? 3. Pollution? 4. Damage (fire, flooding, collapse, etc.)?

Appendix A — Terminology and phrases

From the document

The following terminology and phrases are used in the document.

1. The time referred to by the ship in the phrase "...will call you at [time] to request a full lift..." refers to the time of day that the ship is expected to make the lift request not the time of day that the ship should expect the bridge to be at a full lift.
2. The affirmation phrase "Standing by for your call." means the following to the vessel:

With the information that I (referring to the bridge tender) have at this time, I should be able to lift the bridge when you call back at the time specified.
3. The phrase "train scheduled over the bridge" means that the train is expected to occupy the bridge rail block (circuit) at the request time thereby preventing the bridge from opening.
4. The phrase "...making a LIFT REQUEST. Request a full lift now." satisfies 33 CFR 117.5 [Drawbridge Operating Regulations] which directs the bridge to open when the request is made. It says:

"...drawbridges shall open promptly and fully for the passage of vessels when a request to open is given in accordance with the subpart."
5. The phrase "No bridge lift is required." means that the bridge is no longer under obligation to lift the bridge until another lift request is made by the vessel.

Revisions and Changes

List

Following is a list of revisions and changes.

Date	Page	Subject and Block Label
05/14/2007	2	Section 1 — Routine Communications - Basic instructions - When to call

Ch13



Radar Operation and Control

Radar Operation and Control

Introduction

Overview

This section contains the concepts and procedures for operating and controlling the VTS San Francisco radar at PCRCP radar sites.

PCRCP installation timeline

As of April 4, 2003, VTS San Francisco's Yerba Buena Island and Point Bonita radar sites are PCRCP radar sites.

Later in 2003 VTS San Francisco will upgrade the Mare Island and Point San Pablo sites to PCRCP.

In this section

This section covers the following topics.

Topic	See Page
Radar Processor at a PCRCP Site	2
Radar Land Masking	3
Changing the Radar Range Scale and PW/PRF	4
Switching Radars at PCRCP Radar Sites	5
Adjusting radar parameters using slide-bar controls	6
Adjust the STC	7
Adjusting FTC	8
Adjusting the Gain	9
Radar Control Interface for PCRCP Radar Sites	10
Appendix A – Anti-clutter Decision Matrix	11

Radar Processor at a PCRP Site

Terminology

The abbreviation PCRP means Personal Computer Radar Processor. The "PC" signifies that the radar processor software runs on an off-the-shelf, high-end "personal computer."

What does the PCRP do?

The PCRP (radar processor) performs five primary functions.

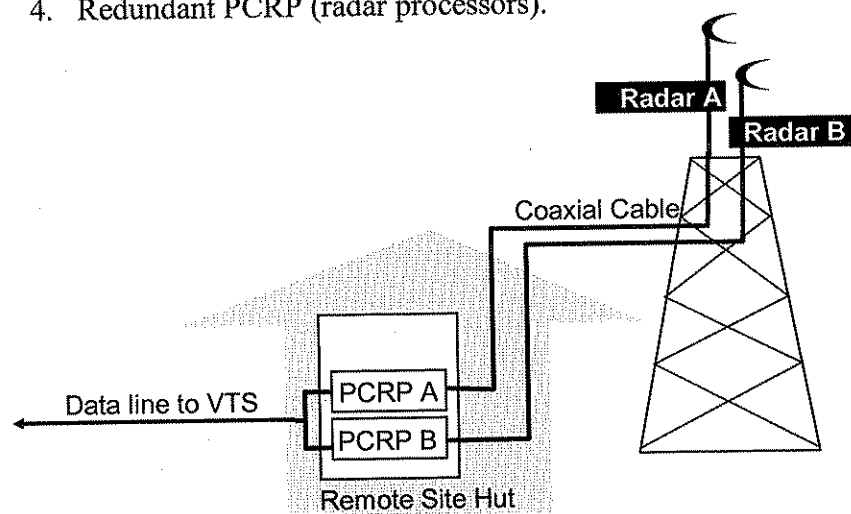
1. Converts raw radar video into computerized radar video.
2. Analyzes the computerized radar video to differentiate between actual radar targets and radar noise, interference, and clutter.
3. Performs anti-clutter functions to allow operators to see radar targets through radar clutter.
4. Evaluates and keeps track of potential radar tracks waiting for the VTS operator to activate VAM: RADAR TRACK.
5. Feeds radar track information to the CG VTS System for tracks that the VTS operator acquires at the ODP using VAM: RADAR TRACK.

Block Diagram

At PCRP radar sites, VTS San Francisco has true redundancy in radar systems. The block diagram below shows the radar equipment at PCRP radar sites.

In the diagram below, notice:

1. Redundant radar transceiver units (Radar A and Radar B)
2. Redundant coaxial cables to the remote site hut.
3. Redundant antennas.
4. Redundant PCRP (radar processors).



Radar Land Masking

Explanation

Radar land masking eliminates superfluous radar video. Radar land masks are basically polygons “drawn” around bodies of land and other stationary objects that serve no purpose to display on screen. When masked, an area becomes completely invisible to the radar processor—it “sees” no radar video, and provides no radar tracking.

What is masked

Radar land masks cover the following areas.

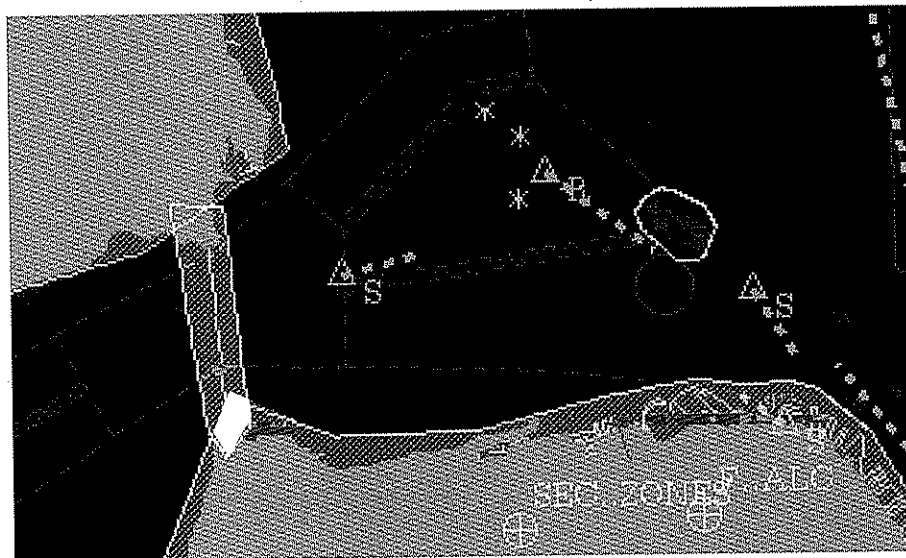
1. large bodies of land and large islands
 2. bridges, piers, and break walls
 3. marinas
 4. bodies of water where radar does not typically cover
-

Over-masking

Over-masking refers to land masks which extend out beyond land into the adjacent waterway.

This is necessary in the following case:

- In areas where variation in land contours are extreme.
- In areas where radar distortion causes the shoreline radar video to be stretched into the waterway.
- Around bridges where radar distortion causes the bridge to appear on radar much wider than it actually is.



Land mask diagrams

Refer to Appendix B for diagrams showing all of the land mask areas.

Changing the Radar Range Scale and PW/PRF


- Policy**
1. Radar range and PW/PRF settings shall not be changed for the Yerba Buena Island radar site.
 2. Radar range settings may be changed at Point Bonita for short-term, short-range searching. As soon as the short-range search is complete, the Point Bonita radar shall be re-set to the 48-mile range setting.

Resolution warning

The greater the range scale, the poorer the resolution. Greater range scales mean longer pulses. Longer pulses result in more target stretching (distortion). When using longer range scales, targets closer to the antenna will be more distorted.

PW/PRF settings

The table below shows the correct radar/pulse width settings for the two COMARPA radar sites.

 **WARNING:** Failure to select the correct PW/PRF setting for a particular range setting will result in a degraded radar picture.

Site	Range	PW-PRF
YBI	12	Short-1
PTB	24	Med-2
PTB	48	Long-1

Procedures

Perform the following steps to change radar range scales and setting PW/PRF.

Step	Action
1	Open the Radar Control/Tuning window for a PCRPA radar site.
2	Select the desired range from list of range scales.
3	Select the right PW/PRF setting from the list of PW/PRF settings.
4	On the Radar Control/Tuning window, push Apply to transmit the settings.
5	Observe the results of your changes on the display.
6	When satisfied, on the Radar Control/Tuning window push Cancel to close the window. If Apply was pushed in Step 4, changes will be saved.



Switching Radars at PCRP Radar Sites

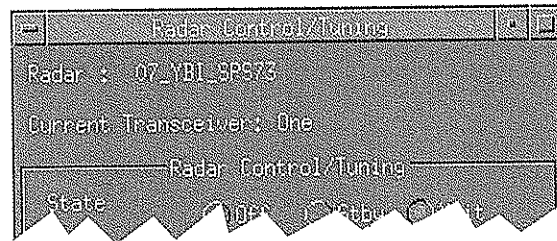
Explanation

Each PCRP radar site has redundant radar systems (transceiver, antenna, and radar processor).

Using the CG VTS System radar control interface, you can easily switch between these redundant systems.

Known problem

The Radar Control/Tuning window does not update to indicate which radar system is active. It always shows **Current Transceiver: One**. To see which transceiver is active you must use the COMARPA window.



Procedure

Perform the following steps to switch between radar transceivers at a PCRP radar site.

Step	Action
1	Open the Radar Control/Tuning window for a PCRP radar site.
2	On the Radar Control/Tuning window, push Switch button.
3	Watch for the following popup windows. Do not push OK on the popup windows. They will disappear automatically. <ul style="list-style-type: none">a. Switch in Progress.b. Switch Message Sent.c. Unable to Confirm Switch Operation.d. Waiting for Radar to Warm Up in 65 Seconds.e. Download Land Mask.f. Switch Process Complete.



WARNING: Never push the **OK** button on the Radar Control/Tuning Window.

4	On the Radar Control/Tuning window, push Cancel to close the window.
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Adjusting radar parameters using slide-bar controls

Explanation This section describes the procedures for using the PCRCP Radar Control Interface slide-bar controls.

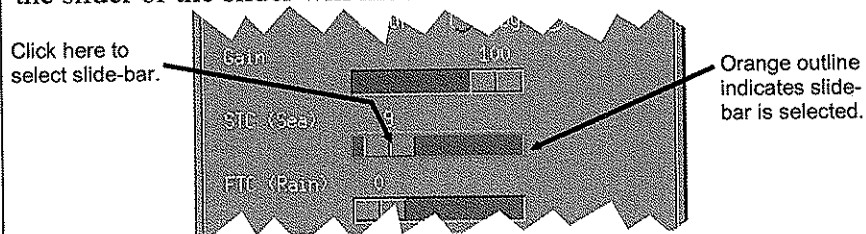
Refer to the Appendix A – Anti-clutter Decision Matrix, pg. 11 for specific instructions on decision-making and methodology for optimizing gain and anti-clutter controls.


Procedure Perform the following steps to adjust Gain, STC, and FTC sliders.

Step	Action
1	Open the Radar Control/Tuning window for the PCRCP radar site.


 **WARNING:** Slider adjustments are very sensitive. Do not drag the slider using the mouse. Use the keyboard to nudge the slider one increment at a time.

2	Click directly on top of the center of the slider to highlight the slide bar. Be careful to not click left or right of the centerline on the slider or the slider will move.
3	With the slide-bar highlighted, use the left and right keyboard arrow keys to adjust one increment at a time.
4	ABORT? Push Cancel on the Radar Control/Tuning window if you accidentally over-adjust the slider or lose track of the original setting value. Doing so will close the Radar Control/Tuning window and ignore all unapplied settings.



 **WARNING:** Changes cannot be aborted once you push Apply on the Radar Control/Tuning window.

5	After each one-increment adjustment, push Apply.
6	Watch the display for effect.
7	Repeat steps 5 – 7 until satisfied with display.

 **WARNING:** Never push the OK button on the Radar Control/Tuning Window.

8	On the Radar Control/Tuning window, push Cancel when finished.
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Adjust the STC

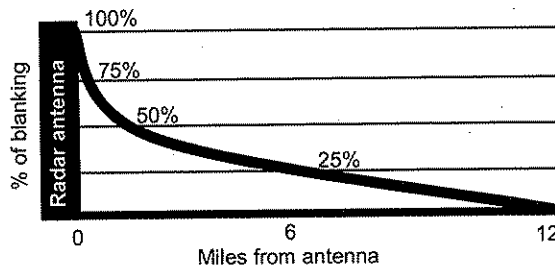
Affects

Adjusting the STC will affect the following.

Part	Function
Ability to track	Any STC setting above 0 can inhibit the ability to radar track.
Ability to detect	As you increase the STC setting, your ability to detect radar targets closer to the radar antenna decreases. As the STC numbers increase, the STC blanks out targets closest to the antenna first on a gradually decreasing intensity as distance from the antenna increases.

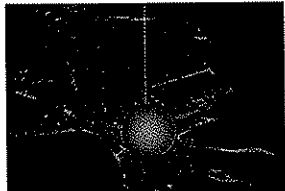
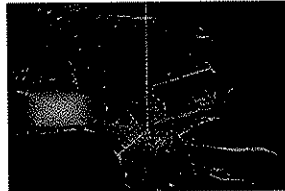
STC Curve

The STC Curve refers to the idea that STC blanks out targets to a lessening degree as the targets get further from the antenna. The diagram below shows an example of an STC curve.



Applications for STC

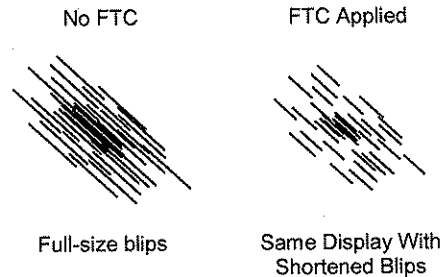
Consider the following radar conditions when applying STC.

Do or Don't	When	Example
Do	Apply STC when there is radar clutter around the area of the radar antenna.	
Don't	Do not apply STC when there is clutter in one azimuth area only. By the time the STC affects the cluttered area all targets close in will be blanked out. Use FTC instead.	

Adjusting FTC

Radar theory

FTC shortens the length of each and every radar blip, thereby reducing the clutter caused by radar blips that are only one pulse length long (all of the rain drops). Of course, the length of all other blips is reduced too.

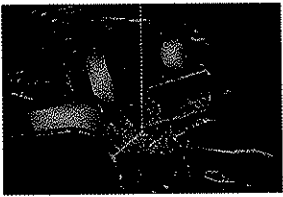
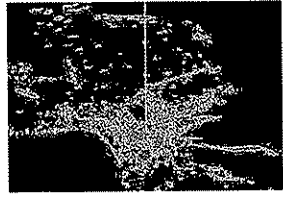


The hope is that with FTC you will eliminate the screen-coating clutter associated with the millions of raindrops, thereby allowing masses of smaller pulses to be more visible.

Part	Function
Ability to track	As you increase the FTC, tracking reliability decreases equally through the radar coverage area. First the smaller targets become more difficult to track.
Ability to detect	Increased FTC causes targets to appear smaller (radially) on the display. This effect is equal throughout the radar coverage area.

Applications for FTC

Consider the following radar conditions when applying FTC.

Do or Don't	When	Example
Do	Apply FTC when there are dense patches of radar clutter spread around the radar coverage area (e.g., rain squalls, high winds causing clutter due to wave action).	
Don't	Do not apply FTC when radar gain can be reduced to help eliminate clutter.	

Adjusting the Gain

Explanation Gain traditionally refers to the sensitivity of the radar receiver. On the PCRP, adjusting the gain does not actually affect the sensitivity of the radar transceiver itself; however, the effect *for the operator* of gain adjustments on the PCRP is the same as adjustments of a traditional radar gain.

Known Problem Although there may be little display difference between a gain setting of 90, 95, and 100, technicians and operators have reported radar tracking problems when gain is set to 100.

If tracking becomes a problem, check the gain and consider reducing the gain to a setting below 100.

Settings The following gain settings have proven to be effective.

During normal conditions consider using the following gain settings.

YBI — Gain 88
PTB — Gain 90

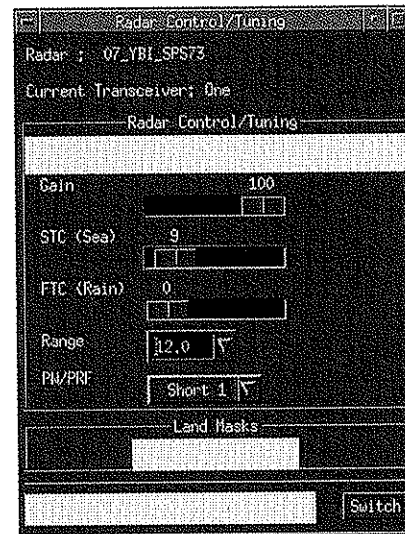
When to adjust the gain Consider adjusting the gain in the following conditions.



What to do	When
Increase the gain	<ol style="list-style-type: none">1. Typically visible targets (buoys, landmarks, etc.) are not visible.2. The radar picture seems dim or weak.3. Large vessels appear as weak radar targets.4. Attempts to radar track strong targets fail.
Decrease the gain	<ol style="list-style-type: none">1. Many close-together radar targets merge together.2. The radar picture is generally cluttered with interference.3. Radar clutter or interference is consistent across the display.4. Small, nearly-single-pixel dots of radar interference appear consistently across the display.5. Attempts to radar track strong targets fail.

Radar Control Interface for PCRP Radar Sites

Policy Operations Center personnel shall not manipulate the functions that are blanked out in the PCRP Radar Control Interface diagram below. These functions are for technicians only.

Diagram The diagram to the right shows the CG VTS System radar control interface for the PCRP. Functionality of each part of the window is explained in other parts of this document.



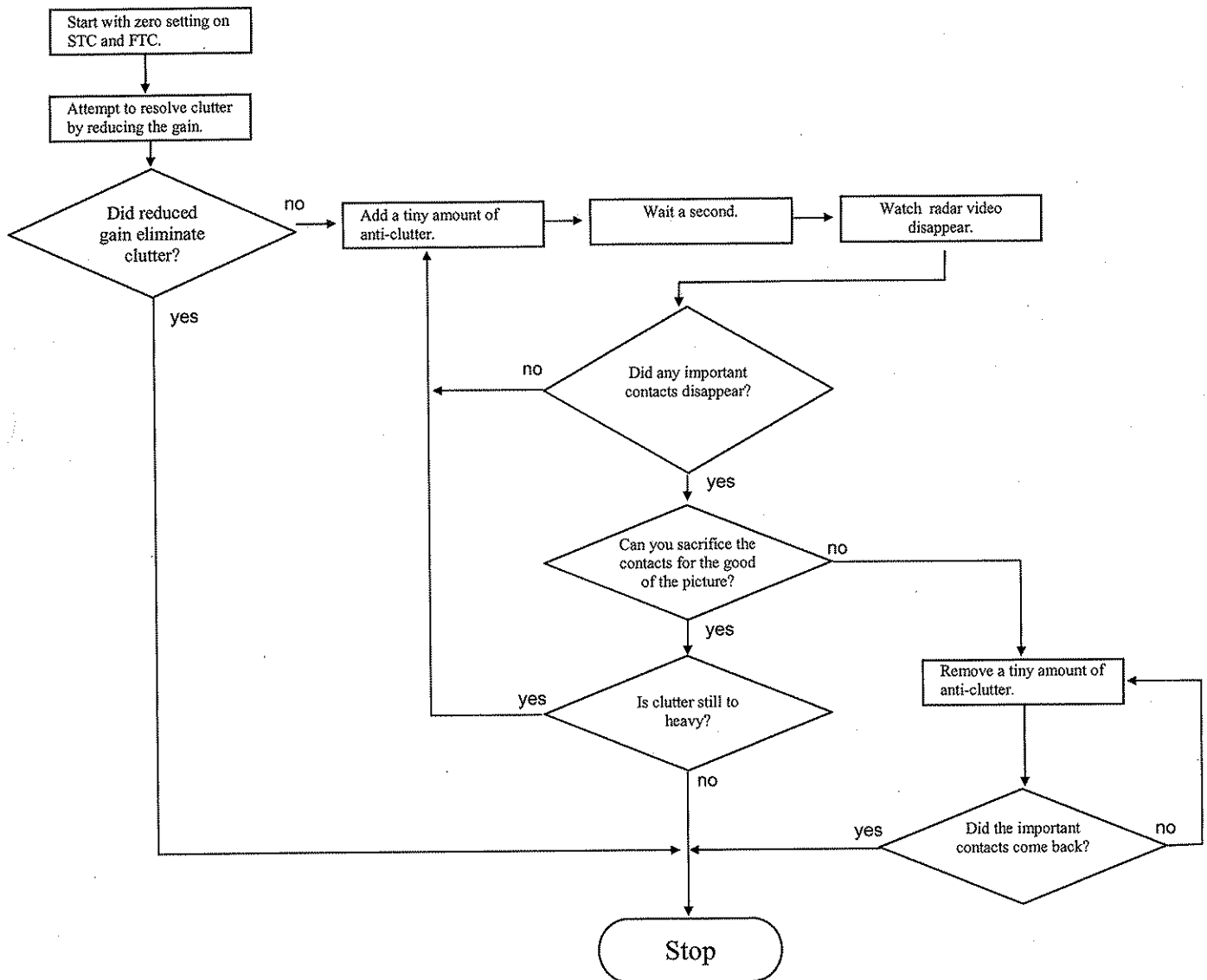
Part	Function
Radar	Indicates which radar site is selected for control.
Current Transceiver:	BROKEN. IGNORE.
Gain	Slide-bar for setting receiver gain. Higher number means more radar video.
STC (Sea)	Slide-bar for setting Sensitivity Time Control. Higher number means less radar video.
FTC (Rain)	Slide-bar for setting Fast Time Constant. Higher number means less radar video.
Range	Drop-down pick-list for setting radar processor range. PW/PRF settings must be changes when radar range is changed.  Warning: It is possible to type range values in this field. Personnel should not do this.
PW/PRF	Drop-down pick-list for setting pulse width and pulse repetition frequency.
Switch	Push to activate switch-radar process.  Warning: Pushing this button immediately activates the Switch Radar process. Once the button is pushed it is impossible to stop the process.

Appendix A – Anti-clutter Decision Matrix

Flowchart

Consider the following flowchart diagram when adjusting radar anti-clutter controls.

Note: This diagram is not meant to serve as a job-aid.



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Towing Vessel Ride Week

Instructions for Towing Vessel Rides

Purpose The objective of your towing vessel ride week is to become immersed in inner workings and operations of a towing vessel company.

Specific objectives While onboard the towing vessels you should do the following:

1. Spot geographic reference points at night.
2. Spot aids to navigation at night.
3. Compare visual reference points to charted points.
4. Observe how different towing configurations affect maneuverability.
5. Observe the tug shift towing configurations.
6. Observe lightering or bunkering operations (or any barge alongside ship operations).
7. Observe how onboard communications between crew members affects the tug skippers ability to communicate with VTS.
8. Observe how VTS traffic reports are used by the tug skipper.
9. Listen for cases when excessive information is reported from VTS causing confusion to the tug skipper.
10. Observe how the towing vessel's RNA applicability affects navigational decisions.
11. Observe how the deep draft affects navigational decisions.
12. Observe operations in fog conditions if possible.
13. Observe vessel-to-vessel communications.
14. Observe cases when the tug must maneuver around numerous small vessels.

Special situations While onboard you may observe a notable event or the vessel crew might call on you to take note of a specific hazardous or (allegedly) illegal situation (e.g., small vessel impedes their passage, etc.).

In the case of an urgent situation encourage the vessel captain contact the Coast Guard directly as soon as possible. In any case you should document the situation thoroughly and inform the towing vessel captain that you will report the situation to the proper Coast Guard department on arrival at the dock.

Under no circumstance should you attempt to exercise any regulatory authority over the towing vessel crew or over another vessel or party during the ride. Wait until you are shoreside then report to the VTS commanding officer ASAP.

Continued on next page

Instructions for Towing Vessel Rides, Continued

- Written report** Document the following in a separate report for each vessel ride:
1. Your name
 2. Vessel name
 3. Tug captain's name
 4. Time of departure and departure point.
 5. Time of arrival and destination.
 6. List (and explain) examples of objectives that you encountered during the ride.

Example
report

My name: PO Smith
Vessel name: Anna Foss
Captain: Tom Jones
Departed: 041900SEP98 RLW
Arrived: 042300SEP98 ARCO

- Shifted barge from ahead to alongside at Ferry Point. This was a very communications intensive evolution. VTS called twice during the shift and the captain wasn't able to answer the radio.
- Encountered low visibility off of Marin Tug and Barge. Lookout was posted. VTS was notified of low visibility.
- Etc.

Pointers

- Bring an orange VTS float coat. Make sure it's fully stocked with safety equipment.
- Dress very casually. Blue-jeans and tee shirt are OK (no printed tee shirts).
- Wear VTS ball cap if you like.
- Wear closed-toe shoes that you don't mind getting a bit scuffed.
- Bring a micro-cassette recorder if you have one (makes note taking easier).
- Bring your geography chartlets for point spotting and reference.
- Don't bring nautical charts—too much to carry.
- Bring a small note pad and several pens. Don't borrow from the tug.
- Get a beeper, cellular phone, or radio from VTS.
- Offer to bring a bag lunch (although the tug will probably offer to feed you).
- For long rides ask about sleeping accommodations on the tug.
- Arrange for VTS transportation or use of the GV as soon as possible.
- Write down all important contact numbers well ahead of time.

Making arrangements

- The tug company dispatcher is your point of contact for individual rides.
- Ask the dispatcher how he/she wants you to keep abreast of a transits.

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Piloted Vessel Ride Week

Instructions for Piloted Vessel Rides

Purpose

The objective of your piloted vessel ride week is to become immersed in inner workings and operations of the San Francisco Bar Pilots and to receive maximum exposure to the VTS area geography by riding on ships transiting throughout all parts of the VTS area.

Specific objectives

While onboard the ships you should do the following:

1. Spot geographic reference points at night.
 2. Spot aids to navigation at night.
 3. Compare visual reference points to charted points.
 4. Observe how different types of vessels maneuver differently.
 5. Observe the pilot directing tugs during mooring and un-mooring.
 6. Observe ship alongside-ship (lightering, etc.) operations if possible.
 7. Observe ship anchoring operations if possible.
 8. Observe how communications between the pilot, the ship's crew, and assist tugs affects the pilots ability to communicate with VTS.
 9. Observe how VTS traffic reports are used by the pilot.
 10. Listen for cases when excessive information is reported from VTS causing confusion to the pilot.
 11. Observe how the pilot's first position report (off the dock) is handled by VTS and how excessive VTS reporting at this time would be bad.
 12. Observe how a ship's RNA applicability affects navigational decisions.
 13. Observe how the deep draft affects navigational decisions.
 14. Observe operations in fog conditions if possible.
 15. Observe vessel-to-vessel communications.
 16. Observe cases when the ship must maneuver around numerous small vessels.
-

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Instructions for Piloted Vessel Rides, Continued

Special situations

While onboard you may observe a notable event or the pilot might call on you to take note of a specific hazardous or (allegedly) illegal situation (e.g., small vessel impedes their passage, etc.).

In the case of an urgent situation encourage the pilot to contact the Coast Guard directly as soon as possible. In any case you should document the situation thoroughly and inform the pilot that you will report the situation to the proper Coast Guard department on arrival at the dock.

Under no circumstance should you attempt to exercise any regulatory authority over the ship or over another vessel or party during the ride. Wait until you are shoreside then report to the VTS commanding officer ASAP.

Written report

Document the following in a separate report for each vessel ride:
(E-mail report to TC, CO, XO, OPS)

1. Your name
2. Vessel name
3. Tug captain's name
4. Time of departure and departure point.
5. Time of arrival and destination.
6. List (and explain) examples of objectives that you encountered during the ride.

Example report

My name: PO Smith
Vessel name: Nedlloyd Happyland
Pilot: Capt. Tom Jones
Departed: 041900SEP98 B22
Arrived: 042300SEP98 A9

- Pilot was so busy working tugs off the dock that he couldn't answer VTS on channel 14.
 - Ship agreed to hold position off the dock to avoid an RNA encounter with another ship in the Oakland Harbor RNA.
 - Pilot commented that VTS was helpful in reporting the positions of inbound vessels when preventing RNA encounters.
 - Etc.
-

Continued on next page

Instructions for Piloted Vessel Rides, Continued

Pointers

- Bring an orange VTS float coat. Make sure it's fully stocked with safety equipment.
 - Dress nice. Wear a shirt and tie with slacks. Ask the pilot if you should wear a dress jacket. Absolutely no jeans or tee shirts.
 - Don't wear VTS ball cap unless the pilot is wearing a ball cap.
 - Wear closed-toe non-slip shoes that are conducive to climbing.
 - Bring a micro-cassette recorder if you have one (makes note taking easier).
 - Bring your geography chartlets for point spotting and reference.
 - Don't bring nautical charts—too much to carry.
 - Bring a small note pad and several pens. Don't borrow from the pilot.
 - Get a beeper, cellular phone, or radio from VTS.
 - Offer to bring a bag lunch (although the ship will probably offer to feed you if a meal is served during the ride).
 - For Sea Buoy (Pilot Station) rides ask about sleeping accommodations on the pilot boat.
 - Arrange for VTS transportation or use of the GV as soon as possible.
 - Write down all important contact numbers well ahead of time.
 - You may have to embark or disembark a ship at the Offshore Pilot Station via a rope pilot ladder. If you are unsure how to perform ASK FOR HELP. Don't just wing it. Always wear a fully stocked float coat.
-

Making arrangements

- Get copies of the daily ship movements from VTS.
- Operations Pilot (changes every Wednesday) is your initial Bar Pilot's point of contact.
Phone: 415-362-5436
- Bar Pilot's dispatcher is your point of contact for individual rides.
Phone: 415-393-0457
- Ask the Bar Pilot's dispatcher how he/she wants you to keep abreast of a ship's scheduled departure time.
- For departure find out where to meet the pilot or the ship.
- For arrival find out how the pilot plans to get back to the point or origin.
WARNING: Some pilots may go directly from the ship to their home.
Make sure you have transportation if that is the case.

Ch16



Geography Training Program

Learning how to Learn VTS Area Geography

Purpose	This training session—Learning how to Learn VTS Geography—is intended to provide the new VTS San Francisco Vessel Traffic Control Specialist trainee with best practices and proven tactics for learning VTS Area geography.
Explanation	<p>VTS San Francisco's geography training is a total-emersion training program. During the first few weeks at VTS San Francisco the trainee will spend the bulk of his/her time learning the local geography.</p> <p>To maximize the effectiveness of the VTS San Francisco Geography Training Program and to speedup the process of learning the VTS Area geography, the trainee must interact with numerous persons and systems related to VTS operations.</p>
Objectives	<p>Upon completion of Learning how to Learn VTS Geography training the learner will know the fundamental process for studying and memorizing VTS area geography.</p> <p>To achieve this objective the learner must know how to do the following.</p> <ol style="list-style-type: none">1. Use the Geography Crash Course computer program as a study aid and memorization tool for learning geography.2. Locate publications and charts related to VTS San Francisco geography.3. Set up and conduct a ferry ride and a piloted vessel ride.4. Manipulate the functions on an ODP and Zetron associated with monitoring sector operator operations.5. Prepare for a vessel ride in order to maximize the training benefit from the ride.
Training Method	<p>To achieve the aforementioned objectives, a qualified VTS operator or supervisor will provide one-on-one coaching for the trainee.</p> <p>Additionally, the trainee should refer to VTS organization and training policies regarding geography training and vessel ride/area familiarization procedures.</p>

Geography Emersion Training Program

Purpose	This material describes the geography emersion training program process, learning objectives, and testing process and standards.
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Objectives	Upon completion of the Geography Emersion Training Program the trainee will know from memory the VTS San Francisco Area geography with at least 95 percent accuracy.
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Testing	Using the Geography Crash Course computer program, given a geographic location name (DOCK, POINT or ATON), the trainee will be able to find and click on the location. Each geography exam will include a set of locations chosen randomly by the person administering the exam.
----------------	--

Process	Use the following fundamental process when studying/memorizing the VTS Area geography. Modify the process as necessary to meet your needs.
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Table 1 – Preparing to Study an Area

Stage	Description
1	Photocopy chartlets from nautical charts covering the module area.
2	Read the part of the Coast Pilot coinciding with the module area.
3	Annotate chartlets with names for bridges, channels, political areas (cities, counties, port authorities, etc.).
4	Seek assistance from the on-duty watch supervisor regarding long-term special operations, typical obstructions, etc. in the module area.

Table 2 – Area Familiarization and Geography Memorization

Stage	Description
1	Use the Geography Crash Course alongside the nautical charts and begin to memorize the geographic points (Docks, Points, ATON).
2	With cursory knowledge of a module area, plug in at a position in the OpCen and monitor operations. Focus on the module area.
3	Continue work with the Geography Crash Course until you are able to score at least 95% on a quiz covering the module area.
4	Do a route analysis and conduct a vessel ride that will cover the module area. Consider Underway Resources described in the training module breakdown table on page 3.
5	Take a self-administered exam covering module area.

Geography Modules Breakdown

Overview

The geography training modules are described here. One training module does not necessarily represent one training day.

The modules are intended to break down the VTS San Francisco Area into logical parts for time management and training resource planning.

The modules are not necessarily to be completed in the order listed.

Table The table below shows a breakdown of the Geography Training Modules.

Mod	Area	Underway Resources
1	<p><u>Includes:</u> Entire shoreline and all waters of the Central San Francisco Bay between the Golden Gate Bridge, Richmond San Rafael Bridge, and SF/OAK Bay Bridge.</p> <p><u>Exclude:</u></p> <ul style="list-style-type: none"> • Richmond Long Wharf and Richmond Harbor. • Waters of the Southampton Shoal Channel and Richmond Harbor Entrance Channels. • Brooks Island (Richmond Inner Harbor) 	<ul style="list-style-type: none"> • Blue and Gold 60-minute Westbound Bay Tour • Golden Gate Sausalito, Tiburon and Larkspur ferries • Blue and Gold Sausalito and Tiburon ferries • Hornblower dinner cruise yachts • Coast Guard Station Golden Gate patrol boats
2	<p><u>Includes:</u></p> <ul style="list-style-type: none"> • Entire shoreline and all waters San Pablo Bay to the Petaluma River VTS area boundary and between Richmond San Rafael Bridge and Carquinez Bridge. • Entire shoreline and all waters Carquinez Strait between Carquinez Bridge and Union Pacific Railroad Bridge. • Entire shoreline and all waters of Mare Island Strait to the VTS area boundary. 	<ul style="list-style-type: none"> • Coast Guard Station Vallejo patrol boats • Bay Link Vallejo Ferry

Continued on next page

Geography Modules Breakdown, Continued

Mod	Area	Underway Resources
3	<p><u>Includes:</u></p> <ul style="list-style-type: none"> West shoreline of the South San Francisco Bay and all waters between the SF/OAK Bay Bridge and the San Mateo Bridge. Entire shoreline and all waters Deep San Francisco Bay including Redwood City between the San Mateo Bridge and the Dumbarton Bridge. East shoreline of the South San Francisco Bay of Alameda's Bay Farm Island. Excluding: Alameda Island, Oakland Estuary, and Port of Oakland. 	<ul style="list-style-type: none"> Station San Francisco patrol boats Air Station San Francisco helicopter over-flights Harbor Bay Island Ferry (run by Blue and Gold)
4	<p><u>Includes:</u></p> <ul style="list-style-type: none"> Entire shoreline and all waters of the Port of Oakland Outer Harbor Entire shoreline and all waters Port of Oakland Inner Harbor including shoreline and waters of the Oakland Estuary on the Oakland and Alameda Entire shoreline of Yerba Buena Island and Treasure Island Entire shoreline on all sides of Alameda Island SF/OAK Bay Bridge west and east spans 	<ul style="list-style-type: none"> Station San Francisco patrol boats Blue and Gold Alameda & Oakland ferries High-endurance Coast Guard cutters
5	<p><u>Includes:</u></p> <ul style="list-style-type: none"> Richmond Long Wharf and entire shoreline and all waters Richmond Inner Harbor. All waters approaching the Richmond Harbor including the Southampton Shoal Channel and Richmond Harbor Entrance Channels. 	<ul style="list-style-type: none"> Station San Francisco patrol boats.
6	<p><u>Includes:</u></p> <ul style="list-style-type: none"> Entire shoreline, all waters, and all islands of the Suisun Bay from the Union Pacific Railroad Bridge to the San Joachim River (to the Antioch Bridge), and to the Sacramento River (to Toland Landing). 	<ul style="list-style-type: none"> Station Rio Vista patrol boats. Air Station San Francisco helicopter over-flights.
7	<p><u>Includes:</u></p> <ul style="list-style-type: none"> Entire shoreline and all waters of the Sacramento River from Toland Landing to, and including, the Port of Sacramento. Entire shoreline and all waters of the San Joachim River from the Antioch Bridge to, and including, the Port of Stockton. 	<ul style="list-style-type: none"> Air Station helicopter over-flights. Port of Sacramento or Port of Stockton-bound piloted ship ride.
8	<p><u>Includes:</u></p> <ul style="list-style-type: none"> Entire California coastal shoreline between Pescadero Point and Bodega Head inland to the Golden Gate Bridge. All of the California coastal waters out to a distance of approximately 38 nautical mile radius from Mount Tamalpais including the Farallon Islands and all small close-to-the-coast islands inland to the Golden Gate Bridge. 	<ul style="list-style-type: none"> Station Golden Gate patrol boats Air Station helicopter over-flights. Air Station Sacramento C-130 over-flights. Birdseye view from atop Mount Tamalpais.

Ch17



Instruction for Conducting OJT

Guidelines for Conducting On-the-job Training

General Policies

**Watch
Supervisor**

The Watch Supervisor shall manage the on-the-job training process while the trainee is assigned to his/her section. Watch supervisor duties include the following.

1. Manage and deliberately reorganize the internal rotation if necessary to keep the trainee challenged.
 2. Ensure the trainee is always treated with respect.
 3. Micromanage the training process only as necessary to ensure that all training objectives are met.
 4. Ensure Daily Observation Reports are written. Provide input to reports.
 5. Write Progress Reports when requested by the TC.
 6. Maintain optimum training environment with attention to the following.
 - a. Noise level.
 - b. Example set by others.
 - c. Crowds/tours.
 - d. Content and appropriateness of casual conversation.
 7. Ensure SOP is always followed.
-

Trainer

The Designated Trainer (DT) shall serve as sector operator, instructor, coach, and mentor. Trainer duties include the following.

1. Maintaining the traffic picture. S/her is the responsible sector operator.
 2. Developing and executing the daily training plan.
 3. Teaching the trainee new skills.
 4. Demonstrating by-the-book performance. Serving as an example.
 5. Correcting mistakes. Teaching the trainee to correct own mistakes.
 6. Serving as the coordinator for training activities during the watch.
 7. Tailoring the training to address specific performance weaknesses.
 8. Recommending reorganization of internal rotation to optimize training.
 9. Writing Daily Observation Reports in accordance with SOP.
-

**Trainer-trainee
ratio**

There shall always be one trainer assigned to each trainee.

A single trainer shall never be assigned to more than one trainee.

A trainee shall never work in the Operations Center without the assigned trainer present.

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General Policies, Continued

Substitute Trainer

If a trainer calls in sick the watch supervisor may, at his/her discretion, assign a substitute trainer. If no substitute trainer is assigned the trainee shall be released from the Operations Center for the training day and assigned to an Administrative Workday (and A-day).

The watch supervisor shall ensure that the substitute trainer has reviewed the trainee's recent DORs and is appraised of the trainee's progress.

The watch supervisor shall be especially conscious of the following situations with a substitute trainer.

1. Provide special directions with respect to the day's training goals.
2. Carefully consider the capabilities of the substitute trainer. Deliberately reorganize the internal rotation to maximize the effectiveness of the training while preventing the trainer from becoming overwhelmed.

Hours

The eight-hour training watch shall consist of seven hours of training. If conditions do not permit seven hours of OJT, the trainer may assign the trainee non-OJT training tasks. Absent specific tasking from the trainer, the trainee shall fill non-OJT time with productive learning activities.

Trainees shall receive sixty minutes of break time during the course of a eight-hour watch. Break time may be split up; however, the trainee shall get at least one thirty-minute meal break.

Plus-four

Operators working on a plus-four have been on duty for more than eight hours.

At the discretion of the plus-four watch stander (the trainer) and the watch supervisor, a trainee assigned to a plus-four trainer shall be released from training and assigned to an administrative workday (A day).

Note: The plus-four watch stander (trainer) shall make the final decision regarding his/her fitness for taking on OJT duties given his/her number of consecutive duty hours.

Mobile Phones

Mobile phones, text messaging, and operating PDAs is prohibited in the Operations Center whenever a trainee is scheduled. Except for management personnel, mobile phone ringers shall be set to off, not vibrate, while inside the Operations Center.

OJT Scheduling Guidelines

Overview	<p>For this explanation we will consider four on-the-job (OJT) configurations (Cfg).</p> <p>Cfg 1: One Sector Operator trainee scheduled alone.</p> <p>Cfg 2: Two Sector Operator trainees scheduled.</p> <p>Cfg 3: One Supervisor Trainee and One Sector Operator trainee scheduled.</p> <p>Cfg 4: One Supervisor Trainee scheduled alone.</p>
Prohibitions	<p>The following situations are prohibited when scheduling OJT.</p> <ol style="list-style-type: none">1. More than two sector operator trainees scheduled to one watch shift.2. More than one sector operator trainee scheduled to one watch shift while a watch supervisor trainee is scheduled to that shift.3. Trainee scheduled to a watch shift without a scheduled trainer.4. Trainee pre-assigned to a trainer who is performing the last four hours of a plus-four (e.g., Trainer Alpha scheduled for 1400-1600 plus-four. Trainee Bravo scheduled to train with Trainer Alpha for the Swing Watch).
Things to avoid	<p>Although not outright prohibited, the following situations shall be avoided when scheduling OJT.</p> <ol style="list-style-type: none">1. More than one trainee to a training watch.2. OJT during the mid-watch shift.3. OJT on Federal Holidays.4. Granting leave of more than three days duration during OJT.5. Eight-hour turnarounds.
Do these things	<p>When scheduling OJT do the following things.</p> <ol style="list-style-type: none">1. Select the most qualified and capable designated trainer.2. Schedule two-trainee watches (two sector operator trainees) during Day Watch shift whenever possible.

Guidelines During OJT

Assuming the watch

The trainee shall arrive for duty in time to accompany the trainer during watch relief. The trainee may arrive before the trainer and begin reviewing the traffic picture. The trainee shall arrive by at least 45 minutes passed the hour.

If the trainee is not on site in time for the watch relief, unless the trainee has notified VTS by telephone that s/he will arrive more than thirty minutes late (by 15 minutes after the hour), the trainer shall wait for the trainee to relieve the watch.

Rotation of the trainee

The trainee shall generally follow the rotation of his/her trainer. This includes rotation into the Watch Assistant (Bay Right) position and rotating into a temporary supervisor relief position.

While a trainee is in the Operations Center, sector-to-sector rotations shall not occur more frequently than once every one hour and twenty minutes (1:20). Whenever possible, they shall occur even less frequently.

The trainee shall receive comprehensive OJT on all sector positions, including Watch Supervisor relief. However, it is not necessary that every scheduled training watch consist of equal time on each sector position.

Leaving the OpCen

When on the Ocean & Delta Sector or Bay Left Sector neither the trainee nor the trainer shall leave the Operations Center except as necessary to quickly get a beverage.

Under special circumstances, the watch supervisor may grant permission for trainer or trainee to take a brief restroom break. In the case of the trainer taking such a break, the trainee shall be temporarily relieved of duty (although s/he may remain on position) and the Watch Assistant (Bay Right) shall take over.

When on the Watch Assistant (Bay Right) position, neither the trainee nor the trainer shall leave the Operations Center except for official reasons, and only after being given permission to do so by the watch supervisor.

Under no circumstances shall trainer or trainee leave the Operations Center for unofficial reasons.

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Guidelines During OJT, Continued

Two-trainees

If two sector operator trainees are in the Operations Center simultaneously the following guidelines apply.

1. Never shall there be a trainee on Ocean & Delta and Bay Left at the same time.
 2. Both trainers shall be plugged in to the radiotelephone system monitoring the same frequencies as the trainee.
 3. The watch supervisor shall not leave the Operations Center except for a brief restroom break or to get a beverage.
 4. Tours of the Operations Center are prohibited. If a in-OpCen-tour is absolutely necessary (e.g., VIP), one of the trainees shall be temporarily relieved and shall leave the Operations Center.
-

Administrative and Other Duties

The following guidelines apply to trainees performing official watch-related administrative duties and other watch-related duties.

For all personnel, non-watch related activities (e.g., reading, personal phone calls, personal email, internet surfing, etc.) are prohibited at all times while a trainee is in the Operations Center.

1. The trainee shall not perform administrative duties while assigned to either the O&D Sector or to the Bay Left Sector. Administrative duties may be performed while assigned to the Watch Assistant position.
 2. The trainee shall never be left alone on the Watch Assistant position or at any other Operations Center position.
 3. Without a trainer at their side, the trainee shall never answer the Operations Center telephone, enter or modify data in the CG VTS System, transmit on a radiotelephone, or perform tasks in the equipment room.
 4. When working with minimally staffed watch sections a trainee may be seated at the Watch Assistant ODP position without a trainer, but may only perform steps necessary to passively monitor and observe.
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Guidelines During OJT, Continued

Parallel Operations (Mini-loop)

During optimally staffed watches the trainee shall spend a minimum of 1.5 hours on the mini-loop, if the mini-loop is available. During this period the trainee shall do the following.

1. Monitor radio communications.
2. Practice launching and maintaining vessel tracks.
3. Practice delivering traffic reports.

If the mini-loop is not available, the trainee shall spend extra time monitoring Operations Center activities or self studying.

Optimizing Time On Duty

The trainer and watch supervisor shall take the following steps to optimize the effectiveness of a trainee's time on duty.

1. Deliberately reorganize the internal rotation to ensure the trainee is on position during high-tempo periods.
 2. Postpone sector-to-sector rotation to allow the trainee more time on position. Note: The trainee's first 20 – 30 minutes on position is often spent becoming oriented to the traffic picture. During this period s/he is not able to completely apply traffic management skills.
 3. Provide the trainee with opportunities to perform less-frequently performed tasks. If necessary, recall the trainee to the Operations Center to whiteness or participate in such tasks.
 4. During off-the-board periods, use the simulator to provide practice on less-frequently performed tasks.
-

Leaving the Watch (being relieved)

Trainees shall be relieved of the watch along with the trainer.

Trainees shall not be released from duty early except in cases of illness or other personal emergencies.

Under some circumstances, trainees may be expected to work up to thirty minutes overtime (following a watch) to meet with the trainer for an end-of-the-day performance discussion.

Reporting-writing Guidelines

Overview

Following are standard operating procedures (SOP) for designated trainers and training supervisors regarding the writing and submitting of training reports.

On-the-job training documentation consists of Daily Observation Reports (DORs) written by trainers and reviewed by supervisors and Progress Reports (PRs) written by supervisors when requested by the TC.

Importance

DORs and PRs are critical to tracking a trainee's progress.

They, among other things, provide a means for conveying training and performance achievements to training managers and to other trainers.

They...

- keep training managers and command officials abreast of a progress.
 - keep the trainee abreast of his/her performance.
 - provide a means for recognizing a exceptional accomplishments.
 - provide a means for identifying performance weaknesses.
 - provide formal documentation of performance or discipline problems.
 - provide a journal of the training plan.
-

DOR Contents

Daily Observation Reports should answer the following questions. Do not hesitate to use the following as a template for writing DORs.

1. How many hours did the trainee spend actively engaged in OJT?
 2. What new skills did the trainee learn?
 3. What did the trainee do best?
 4. What was hardest for the trainee?
 5. How was the trainee's attitude toward learning?
 6. Were there any physical obstacles to training (e.g., trainee sick)?
 7. What was the trainee told regarding ways to improve performance?
 8. Additional comments.
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Reporting-writing Guidelines, Continued

DOR Directions Follow these directions when writing DORs.

1. DORs should be written and submitted daily.
2. If it is impossible to submit a DOR at the conclusion of a watch, that day's DOR may be occasionally submitted on the next training day.
3. Off-the-board, on-duty time should be used to write DORs. In rare cases a DT may be authorized overtime or compensatory time to write a DOR.
4. Each day's training should be documented in a separate DOR.
5. DORs must be addressed and formatted as described below.
6. Do not submit printed DOR unless specifically asked to do so.
7. Do not submit a DOR using a personal internet email account.

**DOR
Procedures**

All DORs must be submitted via CGDN email to both the Training Coordinator and to the Assistant Training Coordinator. The TC might specify alternate addressees under special circumstances.

Step	Action
1	<u>Addressing the DOR:</u> Address an email as follows. To... Scott Humphrey, Tom Boone Cc... [Trainee], [Your supervisor]
2	<u>Email Subject Line:</u> Type the following text on the subject line. DOR for [trainee's name] for [date of training] [SWING/DAY/MID] The Subject Line should look like this example: Subject: DOR for OS1 JONES for 09 SEP 2004 SWING
3	<u>Contents:</u> If necessary, Copy>Paste questions 1 - 8 (from the Contents block above) into your outgoing email message and type answers underneath each question.
4	<u>Supporting Files:</u> Graphics: Save screen slides on the CG VTS System and refer to those graphics in your DOR. Audio files: Specify the approximate time of the audio event in your DOR. Note: Do not use your valuable time printing graphics or extracting and compiling audio files. Leave that to the administrative personnel.

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Reporting-writing Guidelines, Continued

Progress Reports (PR)

When directed to do so by the TC, the Watch Supervisor shall write a Progress Report. PR instructions from the TC will include specific details regarding what to address in the report. These reports are intended to focus on specific performance issues, milestone accomplishments, and opinions and recommendations regarding readiness to advance to the next level of training.

Unless directed by the TC, PRs should not be routed through the trainee. They should be sent directly to the TC and TCa.

Reading DORs

Daily Observation Reports are automatically deposited into the Sector San Francisco Public Folder.

For a link to this folder look for the following file in Scott Humphrey's public folder.

DORs Daily Observation Reports.

Ch18



Vessel Ride Program Instructions

Instructions for Piloted Vessel Rides

Purpose

The objective of your piloted vessel ride week is to become immersed in inner workings and operations of the San Francisco Bar Pilots and to receive maximum exposure to the VTS area geography by riding on ships transiting throughout all parts of the VTS area.

Specific objectives

While onboard the ships you should do the following:

1. Spot geographic reference points at night.
 2. Spot aids to navigation at night.
 3. Compare visual reference points to charted points.
 4. Observe how different types of vessels maneuver differently.
 5. Observe the pilot directing tugs during mooring and un-mooring.
 6. Observe ship alongside-ship (lightering, etc.) operations if possible.
 7. Observe ship anchoring operations if possible.
 8. Observe how communications between the pilot, the ship's crew, and assist tugs affects the pilots ability to communicate with VTS.
 9. Observe how VTS traffic reports are used by the pilot.
 10. Listen for cases when excessive information is reported from VTS causing confusion to the pilot.
 11. Observe how the pilot's first position report (off the dock) is handled by VTS and how excessive VTS reporting at this time would be bad.
 12. Observe how a ship's RNA applicability affects navigational decisions.
 13. Observe how the deep draft affects navigational decisions.
 14. Observe operations in fog conditions if possible.
 15. Observe vessel-to-vessel communications.
 16. Observe cases when the ship must maneuver around numerous small vessels.
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Instructions for Piloted Vessel Rides, Continued

Special situations

While onboard you may observe a notable event or the pilot might call on you to take note of a specific hazardous or (allegedly) illegal situation (e.g., small vessel impedes their passage, etc.).

In the case of an urgent situation encourage the pilot to contact the Coast Guard directly as soon as possible. In any case you should document the situation thoroughly and inform the pilot that you will report the situation to the proper Coast Guard department on arrival at the dock.

Under no circumstance should you attempt to exercise any regulatory authority over the ship or over another vessel or party during the ride. Wait until you are shoreside then report to the VTS commanding officer ASAP.

Written report

Document the following in a separate report for each vessel ride:
(E-mail report to TC, CO, XO, OPS)

1. Your name
2. Vessel name
3. Tug captain's name
4. Time of departure and departure point.
5. Time of arrival and destination.
6. List (and explain) examples of objectives that you encountered during the ride.

Example report

My name: PO Smith
Vessel name: Nedlloyd Happyland
Pilot: Capt. Tom Jones
Departed: 041900SEP98 B22
Arrived: 042300SEP98 A9

- Pilot was so busy working tugs off the dock that he couldn't answer VTS on channel 14.
- Ship agreed to hold position off the dock to avoid an RNA encounter with another ship in the Oakland Harbor RNA.
- Pilot commented that VTS was helpful in reporting the positions of inbound vessels when preventing RNA encounters.
- Etc.

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Instructions for Piloted Vessel Rides, Continued

Pointers

- Bring an orange VTS float coat. Make sure it's fully stocked with safety equipment.
 - Dress nice. Wear a shirt and tie with slacks. Ask the pilot if you should wear a dress jacket. Absolutely no jeans or tee shirts.
 - Don't wear VTS ball cap unless the pilot is wearing a ball cap.
 - Wear closed-toe non-slip shoes that are conducive to climbing.
 - Bring a micro-cassette recorder if you have one (makes note taking easier).
 - Bring your geography chartlets for point spotting and reference.
 - Don't bring nautical charts—too much to carry.
 - Bring a small note pad and several pens. Don't borrow from the pilot.
 - Get a beeper, cellular phone, or radio from VTS.
 - Offer to bring a bag lunch (although the ship will probably offer to feed you if a meal is served during the ride).
 - For Sea Buoy (Pilot Station) rides ask about sleeping accommodations on the pilot boat.
 - Arrange for VTS transportation or use of the GV as soon as possible.
 - Write down all important contact numbers well ahead of time.
 - You may have to embark or disembark a ship at the Offshore Pilot Station via a rope pilot ladder. If you are unsure how to perform ASK FOR HELP. Don't just wing it. Always wear a fully stocked float coat.
-

Making arrangements

- Get copies of the daily ship movements from VTS.
- Operations Pilot (changes every Wednesday) is your initial Bar Pilot's point of contact.
Phone: 415-362-5436
- Bar Pilot's dispatcher is your point of contact for individual rides.
Phone: 415-393-0457
- Ask the Bar Pilot's dispatcher how he/she wants you to keep abreast of a ship's scheduled departure time.
- For departure find out where to meet the pilot or the ship.
- For arrival find out how the pilot plans to get back to the point of origin.
WARNING: Some pilots may go directly from the ship to their home.
Make sure you have transportation if that is the case.

Instructions for Towing Vessel Rides

Purpose

The objective of your towing vessel ride week is to become immersed in inner workings and operations of a towing vessel company.

Specific objectives

While onboard the towing vessels you should do the following:

1. Spot geographic reference points at night.
 2. Spot aids to navigation at night.
 3. Compare visual reference points to charted points.
 4. Observe how different towing configurations affect maneuverability.
 5. Observe the tug shift towing configurations.
 6. Observe lightering or bunkering operations (or any barge alongside ship operations).
 7. Observe how onboard communications between crew members affects the tug skippers ability to communicate with VTS.
 8. Observe how VTS traffic reports are used by the tug skipper.
 9. Listen for cases when excessive information is reported from VTS causing confusion to the tug skipper.
 10. Observe how the towing vessel's RNA applicability affects navigational decisions.
 11. Observe how the deep draft affects navigational decisions.
 12. Observe operations in fog conditions if possible.
 13. Observe vessel-to-vessel communications.
 14. Observe cases when the tug must maneuver around numerous small vessels.
-

Special situations

While onboard you may observe a notable event or the vessel crew might call on you to take note of a specific hazardous or (allegedly) illegal situation (e.g., small vessel impedes their passage, etc.).

In the case of an urgent situation encourage the vessel captain contact the Coast Guard directly as soon as possible. In any case you should document the situation thoroughly and inform the towing vessel captain that you will report the situation to the proper Coast Guard department on arrival at the dock.

Under no circumstance should you attempt to exercise any regulatory authority over the towing vessel crew or over another vessel or party during the ride. Wait until you are shoreside then report to the VTS commanding officer ASAP.

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Instructions for Towing Vessel Rides, Continued

Written report Document the following in a separate report for each vessel ride:

1. Your name
2. Vessel name
3. Tug captain's name
4. Time of departure and departure point.
5. Time of arrival and destination.
6. List (and explain) examples of objectives that you encountered during the ride.

Example
report

My name: PO Smith
Vessel name: Anna Foss
Captain: Tom Jones
Departed: 041900SEP98 RLW
Arrived: 042300SEP98 ARCO

- Shifted barge from ahead to alongside at Ferry Point. This was a very communications intensive evolution. VTS called twice during the shift and the captain wasn't able to answer the radio.
- Encountered low visibility off of Marin Tug and Barge. Lookout was posted. VTS was notified of low visibility.
- Etc.

Pointers

- Bring an orange VTS float coat. Make sure it's fully stocked with safety equipment.
- Dress very casually. Blue-jeans and tee shirt are OK (no printed tee shirts).
- Wear VTS ball cap if you like.
- Wear closed-toe shoes that you don't mind getting a bit scuffed.
- Bring a micro-cassette recorder if you have one (makes note taking easier).
- Bring your geography chartlets for point spotting and reference.
- Don't bring nautical charts—too much to carry.
- Bring a small note pad and several pens. Don't borrow from the tug.
- Get a beeper, cellular phone, or radio from VTS.
- Offer to bring a bag lunch (although the tug will probably offer to feed you).
- For long rides ask about sleeping accommodations on the tug.
- Arrange for VTS transportation or use of the GV as soon as possible.
- Write down all important contact numbers well ahead of time.

Making arrangements

- The tug company dispatcher is your point of contact for individual rides.
- Ask the dispatcher how he/she wants you to keep abreast of a transits.